



Roles and Responsibilities

Secretary

A. GENERAL DESCRIPTION

The secretary's position is an executive role on the Haemophilia Foundation ACT (HFACT) Committee. The role is central to the administration and operation of the Committee. The position requires the ability to co-ordinate activities and distribute information to the appropriate individuals. The secretary's position is elected annually at the Annual General Meeting (AGM).

B. DUTIES STATEMENT

1. Act in accordance with HFACT's Mission, Values and the Code of Conduct.
2. Co-ordinate Committee meetings and other meetings as directed by the HFACT Committee.
3. Take and promptly distribute minutes of Committee meetings and other meetings to relevant individuals.
4. Ensure that incoming correspondence is actioned – email or post (including regular clearing of the HFACT post box) – and/or distribute to relevant individuals for action.
5. Keep and regularly update a correspondence register of all noteworthy incoming and outgoing correspondence and present the register to the HFACT Committee at regular Committee meetings.
6. Act as a signatory for HFACT executive showing due diligence.
7. Perform other general Committee related duties as directed by the HFACT President and Committee.

C. SKILLS AND COMPETENCIES

1. A general knowledge of haemophilia and related blood disorder related issues.
2. A high level of strategic, organisational and communication skills.
3. General computer literacy and proficiency to use HFACT computer software and accounting software.

D. TRAINING REQUIREMENTS

1. Attend National Haemophilia conferences.
2. Attend general training on the management of not-for-profit organisations.
3. Attend software training as required.

E. OTHER REQUIREMENTS

1. This position requires internet access for email, website updates, electronic banking, taxation and related transactions.