

# ASSOCIATE SECRETARY

(Amended 07/07/2008)

## DUTY STATEMENT

A member appointed to the position of Associate Secretary must have direct access to email facilities.

Note: There is no provision for National to assist with or provide email access or connection.

### DUTIES-

1. Promote the Associations well being.
2. Upon appointment of a new Associate Secretary, the Travel Coordinator will notify in writing the Secretary General of the member nation of which they have been appointed, introducing them and with a request that they be put on any mailing lists for that country.
3. Promptly answer all correspondence from their appointed Section.
4. Maintain a file on all correspondence.
5. Notify the President, Secretary General, Assistant Secretary General and National Editor by email message when they become aware of any group visits to the Section.
6. Maintain a Petty Cash expenditure book with receipts and submit a claim for monies expended to the National Treasurer prior to the Annual General Meeting. STD telephone calls will not be reimbursed unless it can be demonstrated that they were a matter of urgency.
7. Provide a written report to the Travel Coordinator prior to each Annual General Meeting of the Section on the activities occurring since the last report. The report is to be sent by email on the form provided and to reach the Travel Coordinator on the last day of August each year.
8. All requests from Australian members must be on the approved travel form and will be dealt with promptly. Before dealing with requests ensure that the member's details have been verified with the relevant Region.
9. When a member is assisted with information and or contacts for their travel, the Associate Secretary is to follow the member up upon their return to obtain feedback in relation to the assistance received and, address any concerns. Feedback received is to form part of the Annual Report provided to the Travel Coordinator.
10. Assisted members should be encouraged to provide a brief article and accompanying photographs in relation to their travels and submit the article through their Region Sub-editor for inclusion in the National Magazine.
11. When an overseas member is provided with assistance whilst travelling in Australia, the assisting Region(s) should be encouraged to follow the visiting member up to obtain feedback on their experiences and comments on the assistance provided.
12. Be aware that according to the International agreement, all Sections are required to give at least three (3) months advance notice of any group visit.
13. Be aware that each foreign member must give a minimum of four (6) weeks advance notice of an intended visit to Australia.
14. Keep a record of Petty Cash expended on behalf of the Region. This record to be documented in a book kept specifically for that purpose and handed on to the incoming Associate Secretary when the office bearer changes.
15. Ensure that any claims for Petty Cash are received by the National Treasurer prior to the Annual General Meeting.

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