



AUSTRALASIAN SLEEP TECHNOLOGISTS ASSOCIATION

(www.sleeptechnologists.org)

Position Description - ASTA Secretary

The principle roles of the Secretary are to: assist in the leadership of the Association by active participation at Executive Committee level; to act as the main Association contact point (for both internal and external issues); and to maintain accurate records of all Association activities. The Secretary sits on the ASTA Executive Committee (Item 8.3 and 8.4 of Constitution). The Secretary has full voting rights at Executive Committee meetings.

Appointment and Accountability

- The Secretary shall be nominated from the membership and elected by a simple majority of voting members at an Annual General Meeting, or, if the appointment is made due to the early resignation/retirement of an incumbent, the Committee will appoint a replacement (Item 13 of Constitution).
- The term of office shall be two Annual General Meetings.

Requirements of the position include

- Membership of ASTA.
- Knowledge of the internal workings and structure of ASTA, including the Constitution.

Responsibilities

- Abide by the Constitution of the Association.
- Carry out such duties as the Constitution, Executive, or Association deems necessary.
- Work closely with the President and Treasurer to ensure the Executive Committee provides effective and vigorous leadership for the Association.
- Maintain accurate records of Association Membership, including members full name, address and date of entry.
- Maintain accurate records of all Association Activities.
- Organise executive and general meetings, including assisting in preparation of agenda, organisation of venues, preparation and dissemination of relevant documents etc.
- Record and disseminate the minutes of executive meetings to the Regional Representatives
- Record and disseminate the minutes of Annual General Meetings to each member.
- Function as main contact point for all enquiries in relation to Association Activities.
- In association with the Treasurer notifies membership of Annual Membership Fee.