



Role Description – Secretarial Assistant

Purpose of the Role

- To assist the General Secretary

Appointment

- Appointed by Board to serve for a three-year period
- May be reappointed

Key Contacts

- General Secretary

Responsibilities

- Assist the General Secretary in secretarial tasks and day-to-day administration

Time Required

- Unquantifiable time for assisting General Secretary

Skills and Attributes Required

- Well organised
- Good verbal and written communication skills
- Good IT skills
- Excellent attention to detail and accuracy
- Approachable and friendly