Secretary

a) The Secretary shall be the over-all in charge of all the affairs of the Association in case of absence of the Chair and shall assume the duties and responsibilities of the Chair;
b) The Secretary shall succeed and assume the position of the Chair in the event that such position is declared vacant by reason of death, resignation or expulsion until election is held;
c) The Secretary shall be the custodian of all records and files of the Association;
d) The Secretary shall prepare agenda of meetings and effect the sending of notices of meetings to all members and ensure their regular attendance;
e) The Secretary shall keep an accurate record of all proceedings in all meetings of the Association;
f) The Secretary shall prepare and maintain data base of all members and provide individual member a copy of such document as it relates to that member;
g) The Secretary shall design and implement UNKLESA office strategies, plans and procedures;
h) The Secretary shall develop comprehensive goals for performance and growth of office personnel;
i) The Secretary shall establish office policies that promote company culture and vision;
j) The Secretary shall oversee daily operations of the UNKLESA office team;
k) The Secretary shall lead to encourage the Office Manager and Volunteers to maximum performance and dedication;
l) The Secretary shall write and submit reports to the Board in all matters of importance;
m) The Secretary shall attend Board and Working Group meetings; the Secretary may designate an representative to attend Working Group meetings in his/her place;
n) The Secretary shall be responsible, in conjunction with the appropriate Coordinating Board Member, for overseeing the implementation of UNKLESA’s Working Group programs that carry out the organization’s mission;
o) The Secretary shall participate in expansion of Training and Development programs;
p) The Secretary shall be responsible for the publication of the Association’s newsletter or bulletin;
q) The Secretary shall assist the Chair in fundraising ventures;
r) The Secretary shall work with the Board on the strategic vision including fostering and cultivating UN agency relationships;
s) The Secretary shall perform other functions that may be assigned by the Chair of the Board;
t) The Secretary must give a resignation letter 14 days in advance and prepare a handover report before resigning post;
u) The Secretary is required to attend all Board meeting; should he/she be unable to attend he/she will need to provide 48 hours’ notice unless in case of an emergency;
v) The Board may remove the Secretary by two-thirds (2/3) majority, at any regular or special meeting of the Board, provided that a statement of reason or reasons have been provided in writing.