

## Job Description

### Executive Committee: *Secretary*

#### Background and Purpose of role

The Executive Committee (EC) shall be composed of a President, Vice President, Secretary and Treasurer each of whom is solely authorized to represent SESAM. In addition, there will be either an Immediate Past President or President Elect in a non-voting advisory capacity.

The Secretary is the primary administrator of the Society and provides the link between the Executive Committee, Society Members and external organisations.

The Secretary should have good communication skills, maintain confidentiality on relevant matters and have the ability to delegate tasks and supervise others.

#### A. Duties and Responsibilities

##### 1. General

- a. Attends Annual Retreat of SESAM Leadership prior to SESAM Annual Meeting.
- b. Attends EC Monthly Teleconferences and quarterly Face to Face Meetings.
- c. Contributes to establishing SESAM Strategic Plan.
- d. Contributes to SESAM operational matters as required.
- e. Plan SESAM's activities established by the Bylaws and following the policy guidelines adopted by the General Assembly.
- f. Ensuring with the support of the Society Management Company that accurate Society documentation exists to meet legal requirements.
- g. Maintaining Society records as required by law and making them available when required by authorised persons.
- h. Maintain good knowledge of all Society documents to provide guidance during meetings.
- i. Ensures implementation of the resolutions taken by the Members' Assembly.

##### 2. Society Leadership

- a. Provides strategic Leadership for Society
- b. Empowered to represent SESAM for legal purposes.
- c. Works in partnership with the EC to achieve the SESAM mission.
- d. Make fiscal decisions, in collaboration with other EC members, relating to a single purpose for up to 2000 Euros. Fiscal decisions relating to a single purpose for more than 2000 Euros require approval from the General Assembly.
- e. Network with external bodies to strengthen or establish relationships (i.e. communicating with other societies, members)

- f. Coordinate evaluation of activities and events in the field of medical simulation for suitability to SESAM endorsement or support.
3. Secretary specific tasks
    - a. Responsible for SESAM's administrative activity.
    - b. He/she shall ensure the SESAM's books and registers (minutes of Members' Assemblies, EC meetings, register of Members and Supporters) is regularly updated and stored online.
    - c. EC Meetings
      - i. Secretary, in collaboration with Worldspan, will ensure call for agenda items go out 2 weeks ahead of EC meeting.
      - ii. Secretary, in collaboration with Worldspan, will ensure call for agenda for EC meeting and supporting documents in place on iRIS in preparation for meeting.
      - iii. Meeting minutes will be taken by the Society Management Company and submitted to EC for confirmation of accuracy.
    - d. General Assembly
      - i. Ensures agenda and documents (Annual Report) are in order in preparation for meeting.
      - ii. Meeting minutes will be taken by the Society Management Company and submitted to EC for confirmation of accuracy.
    - e. Responsible, with the active support of the Society Management Company, for regular correspondence with Association's members including newsletters.
  4. Specific to SESAM Annual Meeting (SAM)
    - a. Maintain strategic oversight of continuity of SESAM Annual meetings as part of Meeting Organising Committee.
    - b. Proposes candidates for Local Meeting Organizing Committee (MOC) to EC.
    - c. Ensures MOC familiar with SESAM Annual Meeting Guidance document including timelines.

## **B. Reporting**

Reports to President and members at General Assembly.

## **C. Term of Office**

Elected by the General Assembly to serve a term of 2 years. May be re-elected for one further term.

If Secretary resigns from his/her post before the end of his/her term, he/she shall be re-placed by a suitable candidate identified by the other EC Members. This person will remain in office until the next General Assembly during which his/her appointment may be ratified.

If a Secretary resigns membership from the SESAM society, the member automatically steps down from office in the Executive Committee.

#### **D. Benefits**

The Secretary shall work in an honorary capacity and only be reimbursed for their actual costs and expenses. In addition, the cost of travel expenses (economy class) / accommodation / registration fee for SESAM Annual Meeting will be covered by SESAM to allow execution of official functions before and during the Annual Meeting.