

ASCN UK Secretary Roles & Responsibilities

- In collaboration with the secretariat; maintain accurate and up to date records of all meetings, including minutes, attendance, decisions made and actions required.
- Collaborate with committee members and secretariat to prepare agendas for meetings, ensuring all relevant topics are included.
- Record minutes of those meetings held without secretariate in presence and circulate to Committee members.
- As required save all copies of meeting and relevant documentation to the centralised data base (or delegate if unavailable).
- Monitor and liaise with secretariat to ensure all minutes are completed, circulated and saved from all other meetings e.g. Area Reps / Trustee 's within 2 working weeks.
- Collaborate with secretariat to ensure new membership process is followed.
- Be the primary contact for the area reps in collaboration with the secretariat inc: onboarding and offboarding.
- Take the lead in liaising and co-ordinating area reps to support annual conference and relevant activities as required.
- Liaise with area reps to provide updated ASCNUK report template for regional meetings x 3 year.
- Send out Area Representative proformas and collate data to present at the Annual General Meeting.
- Prepare an Annual Report to be presented at the Annual General Meeting.
- Assist the other Committee members and conference organisers in organising the Annual Conference.
- Liaise with secretariat for a Quarterly update on the UK membership.
- In collaboration with the committee members; build and maintain relationships with other organisations, healthcare professionals and stakeholders in the healthcare field to foster collaboration.
- Contribute to pre-election meeting with applicants for pending committee positions.
- Act as ambassador for the association and promote ASCN UK nationally and internationally
- Chairperson must be informed in advance of unavailability (e.g. holidays).
- Support all aspects of ASCN UK in the running of the Association, attending meetings wherever possible and responding to emails in a timely manner.
- In collaboration with the committee members ensure all decisions are made in alignment with the current ASCN UK Constitution.