

Position Description: Secretary

1. Overview

The Interventional Radiology Society of Australasia (IRSA) is a clinician-led member organisation established to pursue the charitable purposes of advancing health through the speciality of interventional radiology, and principally, to promote the prevention and treatment of diseases in humans through interventional radiology.

IRSA is governed by the Committee of Management of the Association ('the Committee'). The Committee includes the IRSA office-bearers, who are referred to collectively as 'the Executive'. The Committee and its Executive have responsibility for, and oversight of, the core objectives of IRSA.

This role is responsible for the administration, oversight and documentation of Committee functions and processes. The Secretary is an IRSA office-bearer.

2. Roles and Responsibilities

The Secretary must lodge notice with IRSA of their address as soon as possible after being appointed. The Secretary is responsible for

- 2.1. Administering all Committee meetings, general meetings, and any other relevant IRSA meetings including:
 - 2.1.1. Notifying the appropriate members when a meeting is scheduled;
 - 2.1.2. Distributing an agenda in advance of the meeting;
 - 2.1.3. Recording the proceedings of meetings;
 - 2.1.4. Recording the names of members present;
 - 2.1.5. Conducting ballot processes where required;
 - 2.1.6. Ensuring the minutes of the meeting are signed by the Chair of that meeting at the next available opportunity.
- 2.2. Administering the membership processes of the association including:
 - 2.2.1. Receiving applications for membership and approving applications for membership;
 - 2.2.2. Notifying applicants of the outcome of their application and, if applicable, of the process of appeal;
 - 2.2.3. Receiving notifications of resignations of membership and of any other changes to membership;
 - 2.2.4. Notifying the Public Officer of all changes to membership.

- 2.3. Conducting the process of appointing or electing members of the Committee including:
 - 2.3.1. Publishing to all IRSA members expressions of interest or calls for nominations for vacant positions;
 - 2.3.2. Receiving and recording expressions of interest or nominations for vacant positions;
 - 2.3.3. Providing the relevant details of expressions of interest or nominations for positions to the members responsible for the appointment or election;
 - 2.3.4. Recording the outcome of an appointment or election and notifying all members who submitted an expression of interest or nomination of the outcome.
- 2.4. Administering the process of appeals where an application for membership of the association has been rejected or where disciplinary action has been taken against a member (including actions related to failure to fulfil financial obligations) including:
 - 2.4.1. Receiving all documents related to the appeal and providing those documents to the body responsible for considering the appeal;
 - 2.4.2. Notifying the applicant of the outcome of the appeal.
- 2.5. Ensuring all timelines for processes specified in the IRSA Constitution are adhered to.

The Secretary may be required to:

- 2.6. Preside as chairperson at an annual general meeting or Scientific Meeting of IRSA in the absence of the President;
- 2.7. Preside as chairperson at a meeting of the Committee in the absence of the President;
- 2.8. Sign communications and legal documentation resulting from IRSA business.

The Secretary may delegate some or all of their duties to Committee members, IRSA members or IRSA employees but remains ultimately responsible for ensuring those duties are carried out appropriately.

3. Application Process

- 3.1 IRSA will publish a call for nominations for the role no later than 28 days prior to the meeting at which the election will take place.
- 3.2 Interested applicants who meet the selection criteria should submit a nomination form and supporting documents to the current Secretary no less than seven days before the meeting at which the election is to take place. Where the current Secretary is nominating for re-election to the

position, another Committee member must confirm that the documentation has been lodged appropriately.

- 3.3 Nominations must be endorsed by two IRSA Active Members.
- 3.4 Appointment to the role will be determined by member voting at the AGM as per the rules outlined in the Constitution.
- 3.5 The term of the Secretary is two years. There is no limit on the maximum number of terms that may be served, consecutive or otherwise.

4. Selection Criteria

The Secretary must:

- 4.1 Be an Active member of IRSA;
- 4.2 Be in good standing with the Australian Health Practitioner Regulation Agency (AHPRA) or the Medical Council of New Zealand (MCNZ) with no outstanding conditions, undertakings or reprimands;
- 4.3 Have successfully completed the European Board of Interventional Radiology (EBIR) examination;
- 4.4 Have been previously been involved with the governance and administration of a member association, health profession body, regulatory body or comparable organisation (desirable);
- 4.5 Have a thorough understanding of the processes and provisions of the IRSA Constitution;
- 4.6 Have excellent written and verbal communication skills, attention to detail, and organisational skills.