

Draft CANI Job Description

The Post: Secretary

1. Main purpose of this post is to
 - a. Take and disseminate information including minutes as directed by Council
 - b. Liaise with CANI administrator re correspondence.

2. This person is responsible to:
 - a. CANI Chairman, committee and members

- 3 Responsible for:
 - a. Written information and all correspondence from within the organisation.

- 4 The post is elected for a period of 1 year with the option to be selected for further office.

- 5 The duties that are involved in the job are:
 - a. Preparing agendas for Council meetings in conjunction with the Chairman.
 - b. Recording and disseminating accurate minutes for Council meetings.
 - c. Responding to correspondence from external organisations and agencies as directed by council. (Routine enquiries can be dealt with by the administrator).
 - d. Attending Council meetings (Bi-monthly)
 - e. Meeting with administrator (fortnightly?)
 - f. Other relevant duties as may be reasonably requested to ensure the efficient and effective working of CANI.

7 The rewards or benefits.

There is no remuneration for this post – however direct out of pocket expenses are payable for travel and subsistence.

Training in the use of software

Access to CANI word processing equipment.