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## *Secretary to the Executive*

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The core purpose of the secretarial role is to maintain organisational memory and ensure effective communications. This is achieved through the communication and distribution of information to both internals and externals, organising and managing timelines and constitutional requirements and keeping efficient and accurate records. This role is vital as it enables VdGM to maintain continuity, prevent loss of information and work duplication and ensure organisational progress.

### **Duties and Responsibilities**

- to familiarise self with the VdGM Constitution and timelines
- to communicate with internal and external organizations / people who want to have detailed information about VdGM
- to schedule Executive meetings, create agendas for them and make minutes afterwards
- to keep records of paperwork of Council and other internal organizations
- to organize Council meetings together with President and local HOCs
- to manage timelines and constitutional requirements

### **Skills and Competencies**

- Able to utilise electronic communication and project management platforms
- Manage and process e-mails and be accessible via e-mails regularly

### **Relationships**

- to work close with President, President Elect/Past President and Image Officer
- to have good relationships / connections with Council and other VdGM members