

TASA SECRETARY

Major responsibilities include:

- General administration:
 - Provide general administrative support for the Executive
 - Ensure effective operation of TASA office, including accommodation, staff recruitment, conditions of employment and day-to-day duties of staff
 - Administer complex general inquiries referred by Executive Officer
 - Prepare and circulate agendas for Executive meetings and general meetings
 - Prepare a report for each Executive meeting
 - Prepare an annual report for members and present it at the AGM
 - Supervise preparation, circulation and storage of minutes of all meetings, and, where relevant, other Association reports and publications
 - Organise TASA elections
 - Ensure that TASA operations are carried out in accordance with its constitution
 - Ensure that TASA meets reporting and all other requirements under incorporation legislation
 - Maintain updates to the Secretary guidelines on TASAweb
 - Assist in planning, policy development and implementation
 - Participate in the administration of TASA Awards and Prizes, ensuring that all terms and conditions are complied with

- Membership matters:
 - Provide advice to and supervise Executive Office with regard to:
 - Design and dissemination of membership forms and other documentation
 - Processing of memberships and management of the membership database
 - Procedures to encourage membership renewal and the follow-up of non-renewing members
 - Preparation of mailing lists for publishers of *Journal of Sociology*, *Health Sociology Review* and *Nexus*

Conditions:

- The TASA Secretary must be a financial member of TASA and must attend the majority of Executive Committee meetings.