



New Zealand **Anaesthetic Technicians' Society**

Role Description - Secretary

The Organisation

New Zealand Anaesthetic Technician Society (NZATS) is the professional body representing Registered and Trainee/Student Anaesthetic Technicians within Aotearoa New Zealand. NZATS believes in advocating for excellence in patient care in collaboration with other health care professionals and organisations. We commit to be a leading voice that supports and promotes quality and patient care.

NZATS provides up-to-date continuing professional development opportunities, trainee/student education and support to the membership by tirelessly promoting the profession. For more information, please visit our website, www.nzats.co.nz

Functional Relationships

- Members
- Executive Committee Members and Sub Committee Members
- Regional Representatives
- Medical Sciences Council (MSC)
- Education providers
- Stakeholders
- Affiliated Organisations

Principle Objective

The Secretary is responsible for ensuring meetings are effectively organised and minuted. Maintaining effective records and administration. Upholding the legal requirements and regulations of the society.

The ideal candidate will have the following qualifications/attributes;

- Registered Anaesthetic Technician - Practicing within the healthcare sector.
- Organised and diligent with experience in relevant computer skills.
- Excellent communication skills and connections within the healthcare sector and stakeholders.
- Personal qualities of integrity, credibility, and a passion for the profession.

Key responsibilities

- Provides communication and administration to the Society
- Assures adherence of the functions and responsibilities in accordance with the regulations of the society
- Maintains communication with the Executive Board Members
- Provides, notice, agenda and minutes to Executive Committee Meetings and Annual General Meetings.

Board terms/participation

NZATS executive members serve a three year term. The position will then be elected in accordance with NZATS Inc. regulations. Executive Committee meetings are held five times a year. Attendance is expected face to face or via teleconference. There may be additional committee and network meetings as required. Service on NZATS Executive Committee is without remuneration, except for administrative support, travel, and accommodation costs in relation to duties.