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i-NAF GENERAL SECRETARY RESPONSIBILITIES



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1. THE RESPONSIBILITIES OF THE i-NAF SECRETARY ARE DESCRIBED BELOW:

It is the responsibility of i-NAF Secretary to:

- 1.1 Perform the daily works of i-NAF;
- 1.2 Monitor the execution of the decisions and recommendations made by the Natural Accreditation (Executive) Committee and the Board of Directors/General Assembly, and shall coordinate with i-NAF members in terms of such decisions and recommendations;
- 1.3 Monitor the reports and studies approved by the Board of Directors/General Assembly;
- 1.4 Represent i-NAF to Judicial and legal institutions;
- 1.5 Prepare the meetings of the Board of Directors/General Assembly, the Natural Accreditation (Executive) Committee and elaboration of their minutes; and
- 1.6 Accomplish any other mission given by the Board of Directors/General Assembly or the Natural Accreditation (Executive) Committee

2. ADDITIONAL RESPONSIBILITIES THE i-NAF:

- 2.1 Monitor and follow up on the meetings resolutions of the Natural Accreditation (Executive) Committee, Board of Directors and General Assembly with the corresponding responsible parties to ensure fulfillment;
- 2.2 To distribute the resolutions of the Board of Directors/General Assembly and Natural Accreditation (Executive) Committee meetings for their approval, when needed;
- 2.3 To keep a controlled copy of the approved resolutions of the Board of Directors/General Assembly and Natural Accreditation (Executive) Committee meetings;
- 2.4 To keep the members informed about major issues submitted to the Secretariat between Board of Directors/General Assembly meetings;
- 2.5 To keep the i-NAF membership directory updated;
- 2.6 To maintain a system for documents and records control;
- 2.7 To receive and answer correspondence sent to i-NAF;
- 2.8 To maintain the i-NAF website updated;
- 2.9 To prepare and submit for approval to the corresponding members, the agenda of the Board of Directors/General Assembly and the Natural Accreditation (Executive) Committee meetings;
- 2.10 To assist the Chair at all times and at meetings;
- 2.11 Prepare drafts of work documents for the Natural Accreditation (Executive) Committee, Board of Directors and General Assembly meetings;
- 2.12 Prepare drafts of the i-NAF Chair's correspondence;
- 2.13 Manage i-NAF technical cooperation projects.
- 2.14 Organize the logistics for the execution of each activity in the i-NAF projects, as necessary;
- 2.15 Manage the invoicing of i-NAF membership fees;
- 2.16 Prepare i-NAF reports for the international and regional organizations for their meetings;
- 2.17 Maintain i-NAF members informed on issues regarding the Cooperation and relevant topics;
- 2.18 Maintain copies of the lists of committee and subcommittee members; and
- 2.19 Act as a liaison for committees, subcommittees, and Chairs;

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3. DETAILED DESCRIPTION OF SOME OF THE ABOVE POINTS:**3.1 Logistics of Natural Accreditation (Executive) Committee, Board of Directors and General Assembly meetings**

Secretary's Responsibilities:

- 3.1.1 Prepare a draft meeting agenda;
- 3.1.2 Prepare drafts of documents for the meetings and request the Committee and Subcommittee Chairs to submit their reports;
- 3.1.3 Prepare work documents for the Natural Accreditation (Executive) Committee, Board of Directors and General Assembly meetings;
- 3.1.4 Send letters of invitation for the meeting and training course;
- 3.1.5 Send work documents via e-mail to meeting attendees
- 3.1.6 Provide work documents to the interpreters as necessary;
- 3.1.7 Prepare table name cards for each attendee of the Natural Accreditation (Executive) Committee, Board of Directors and General Assembly;
- 3.1.8 Develop the draft program for the meetings and additional activities, such as course, seminar, etc.;
- 3.1.9 Develop a logistical requirements chart for each meeting (with requirements and schedules of: rooms, translators, equipment, office material, etc.) and send it to the host body;
- 3.1.10 Coordinate the accommodations of attendees with the host body.

3.2 Project management and logistics of project activities

- 3.2.1 Managing and implementing of the i-NAF and other global projects, and others;
- 3.2.2 Coordinate the activities with the Training Subcommittee or the MLA Committee, the participating bodies and the organizers;
- 3.2.3 Send invitations for courses, workshops, seminars to the i-NAF members;
- 3.2.4 Request travel funds to the global organizations representatives and provide them to each participant within the agreed timeframe;
- 3.2.5 Request airplane tickets to the travel agency and make them available to the participants. Coordinate the hotel reservation with the host body;
- 3.2.6 Prepare project reports for the i-NAF Natural Accreditation (Executive) Committee;
- 3.2.7 Request evidence and documentation to activity participants including evaluators, consultants, instructors, students, organizers, etc..

3.3 Request payment of i-NAF membership fees

- 3.3.1 Keep membership fee payment records, monitor the i-NAF bank account and provide frequent reports to the i-NAF Treasurer;
- 3.3.2 Request information from each i-NAF member to calculate the annual membership fee;
- 3.3.3 Send personalized letters requesting payment to each i-NAF members and provide follow up;
- 3.3.3 Request and follow up on payments to service providers (translators, instructors, etc.) and request reimbursements to external organizations;
- 3.3.4 Support the accountant and i-NAF Treasurer in the preparation of the financial report which includes: Balance Sheet, Results Report, Cash Flow report.

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3.3.5 Arrange for the annual financial audit at the beginning of the year, to be carried out by external auditors.

3.4 Prepare drafts of work documents for the Board of Directors, General Assembly and Natural Accreditation (Executive) Committee meetings, for example:

- 3.4.1 Board of Directors, General Assembly and Natural Accreditation (Executive) Committee meeting agendas;
- 3.4.2 Membership Reports;
- 3.4.3 Matrix of pending resolutions;
- 3.4.4 Global project reports;
- 3.4.5 Prepare the draft of the meetings resolutions;
- 3.4.6 Prepare drafts of agreements, documents, procedures, guidelines, etc. as needed;

3.5 Maintain the i-NAF website updated

- 3.5.1 Post and update documents on the website such as procedure, administrative documents, reports, documents of the different committees meetings and General Assembly etc.;
- 3.5.2 Post and update information regarding training activities;
- 3.5.3 Post and update information regarding i-NAF members;
- 3.5.4 Post and update information regarding i-NAF projects, including registration forms for the project's activities.
- 3.5.5 Periodically check that the information and documents on the website are updated.