**Secretary**

Responsibilities of the role include:

▪ communicating with committee members to receive meeting agenda items and circulating them before the meetings

▪ writing the minutes after the meetings and sharing them with committee members and HO

▪ filing all committee correspondence received and sent in the IPSEN SIG email account.

▪ sending and replying to emails (correspondence) to IATEFL associates and/or any other external associates and arranging meetings with them.

An ideal candidate for the position would have:

▪ an organisational ability and eye for detail

▪ minute-taking experience

▪ good communication and interpersonal skills

▪ experience in committee work and procedures