

Australasian Neuroscience Society (ANS) Secretary

Position Description

Role

The role of the Secretary is to ensure the proper operation of the Society, to ensure that necessary actions are performed within the required timeframes, to provide a reliable contact person for all Society's dealings and to ensure proper record keeping of policies, procedures and all other Society-relevant documents.

Duties and Responsibilities

- ensuring all Council members, Committee Chairs and other position holders within the Society do what they should be doing and that all necessary actions are performed within the required timeframe.
- ensuring that newsletters, council meetings, mailouts etc occur in a timely manner
- ensuring that correspondence is responded to/acted upon
- ensuring that records get kept
- ensuring that people know what is going on, that incoming inquiries are passed on to the right person for action
- maintaining the website
- presenting a professional image of the Society in all its dealings
- providing a reliable contact person for all the Society's dealings
- replying to all correspondence and initiating correspondence
- being a polite and helpful person for members of the Society and others to contact
- maintaining good working relationships with other individuals or groups with which the Society interacts
- ensuring all relevant documents are kept and archived and that significant events in the Society's history are noted and recorded
- ensuring that such records are accessible when needed, providing information about the Society and how it does things as and when necessary
- being aware of how the Society operates

Specific duties of the Secretary include but are not limited to

- Organising meetings of the ANS Executive and the ANS Council (2 x face-to-face, 1 mid-year and 1 prior to the Annual Scientific Meeting and 2 x via Zoom or equivalent means of online conference call platform). The exact dates, times and venues for the three Council meetings are completely flexible but need to be organised sufficiently far ahead that participants can organise their travel conveniently and cheaply.
- Copying and distributing agenda papers and minutes for Council meetings

- Ensure the collection of material and articles for the four newsletters (Jan, Apr, Jul, Oct) each year to all ANS members
- Issuing (or ensuring the President issues) invitations for the plenary speakers at the Annual Scientific Meeting.
- Organising judges for A.W. Campbell Award, Paxinos-Watson Prize and Sir Grafton Elliot-Smith Award (annually)
- Organising design and printing of prize certificates for the above (annually)
- Managing Council elections (annually)
- Update Guidelines for organising annual ANS meetings (annually or less)
- Organising the striking of Distinguished Achievement Award medallions (rare)
- Updating material on website (ongoing) and ensuring website development in co-ordination with website designer (when necessary)
- Organising on-line publication of meeting program and abstracts (annually, in co-ordination with the Conference Executive Chair and the Chair of the Local Organising Committee)
- Liaising with the Secretariat (The Association Specialist) to ensure the distribution of relevant material to the membership, co-ordinate