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**ASP Council Position Description**

**Executive Secretary**

May 2020

## **ASP Executive Secretary**

The Executive Secretary shall assist the ASP Executive team and the ASP Secretary and perform duties as properly devolve upon his/her office. Co-authorise all spending with one other member of the Executive. The duties may include recording minutes of ASP Council Meetings and the ASP AGM and processing applications for some ASP awards.

## **ASP Council Meetings**

The ASP Council will meet four times per year. Usually two meetings are virtual, held online, and two are face-to-face where possible.

### **Mid Term Meeting (MTM)**

- MTM is usually held late January or early February. ASP Secretary will arrange the location, meeting room and arrange accommodation, depending on cost and availability.
- Dinner was arranged for the night before the meeting.
- Airfares reimbursed to members.
- Overnight (or more if required) accommodation and economy airfares are paid for by ASP for each Council member.

### **End of Term Meeting (ETM)**

- The ETM occurs before the AGM and is usually held day before the start of the annual Conference.
- All accommodation is paid for the Executive (President, Treasurer and Executive Secretary).
- One night's accommodation is paid for each other Council member.