



## **Position Description: Secretary**

### **1. Overview**

The Australian Association of Musculoskeletal Medicine (AAMM) is established for the public charitable purposes of:

- (i) advancing the education of registered medical practitioners with interests pertaining to the musculoskeletal system; and
- (ii) advancing the health of people through musculoskeletal treatment, therapy, and advice.

The AAMM is governed by the Board of Directors ('The Board'). The Board includes the AAMM Directors, who are referred to collectively as 'the Board'. The Board has responsibility for, and oversight of, the core objectives of the AAMM.

This role is responsible for the ongoing development, facilitation, promotion, and review of AAMM business across Australia.

### **2. Term of Appointment**

Each elected Director will hold office from the end of the Annual General Meeting at which they were elected until the beginning of the next Annual General Meeting following their election, at which time they will retire but will be eligible for re-election at that Annual General Meeting.

### **3. Roles and Responsibilities**

- a) The Secretary is to keep a record of the proceedings of all meetings of the AAMM.
- b) The Secretary must notify the Board and all members of the Committees of their election or appointment and is to issue notices of all meetings.
- c) The Secretary will perform such other duties as may from time to time to be assigned by the Board.
- d) The Secretary is responsible for approving applications for membership of AAMM in line with the requirements for membership specified in the AAMM Constitution.

The Secretary will in accordance with the Act may be appointed by the Board and may be removed by it.

The Secretary, may also be required to:

- 3.1. Attend meetings, presentations, forums, or other events as the AAMM representative.



- 3.2. Preside as chairperson at the Board of Directors Meetings.
- 3.3. Sign communications and legal documentation resulting from AAMM business.

#### **4. Election of Directors**

The election of Directors will take place in the following manner:

- a) Any Member may nominate any other Member to serve as a Director.
- b) The nomination of any Member as a candidate for election as a Director must be in writing and signed by the nominated person and their proposer and seconder. The nomination must be lodged with the Secretary at least 14 days before the Annual General Meeting at which the election is to take place.
- c) If there are more candidates nominated than there are vacancies, balloting lists will be prepared containing the names of the candidates in an order determined by lot. The Board may determine the method of the ballot. Each Member is entitled to vote for any number of candidates not exceeding the number of vacancies.
- d) If there are no more candidates nominated than there are vacancies, then the chairperson of the Annual General Meeting will declare those candidates elected as Directors.
- e) If there are not enough candidates nominated to meet the required minimum number of Directors, the Board must appoint a Member as Director, subject to their consent, so that the Board consists of at least the minimum number of Directors.

#### **5. Selection Criteria**

The Secretary must:

- a) Be an current Ordinary member of AAMM.
- b) Be in good standing with the Australian Health Practitioner Regulation Agency (AHPRA) with no outstanding conditions, undertakings, or reprimands.
- c) Have been actively involved in governance, education, or member related work either for the AAMM or a similar organisation.

For information on the legal requirements for Directors, please refer to the *FACT SHEET – Company Limited by Guarantee, Directors Duties*.