

**Raising Standards – Protecting Patients**

**Position Description: Secretary**



## **1. OVERVIEW**

The Australasian College of Cosmetic Surgery and Medicine (ACCSM) is a clinician-led member organisation established to advancing health through Cosmetic Surgery and Medicine.

ACCSM is governed by the Council. The Council includes the ACCSM office-bearers, who are referred to as ‘the Executive’. The Council and its Executive have responsibility for, and oversight of, the core objectives of the ACCSM. This role is responsible for the ongoing development, facilitation, promotion, and review of ACCSM business across Australia and New Zealand.

## **2. ROLES AND RESPONSIBILITIES**

The Secretary is an administrative role, responsible for providing communications to members and as part of the Executive is responsible for achieving the objectives and responsibilities of the ACCSM including:

- 2.1. Defining and identifying the mission, purpose, and strategic priorities of the ACCSM.
- 2.2 Advancing the profession of cosmetic surgery and medicine through the development of stakeholder relationships.
- 2.3 Enhancing stakeholder understanding of cosmetic surgery and medicine.
- 2.4 Providing expert assistance to the relevant governance bodies regarding the ongoing development of cosmetic surgery and medicine.
- 2.5 Supporting and expanding the existing network of ACCSM members.

The Secretary may be asked to publicly represent the ACCSM and its interests and may be required to:

- 2.6 Attend meetings, presentations, forums, or other events as the ACCSM representative.
- 2.7 Preside as chairperson at each annual general meeting or Conference of ACCSM.
- 2.8 Preside as chairperson at each meeting of the Executive and the Council.
- 2.9 Sign communications and legal documentation resulting from ACCSM business.

## **3. ELECTION OF AN EXECUTIVE**

- 3.1 Any Council Member is eligible for election to any of the positions on the Executive.

3.1.1 Each Council Member standing for election on the Executive must be proposed by another Council Member.

3.1.2 If a Council Member stands for election for more than one position on the Executive, separate nominations must be received in respect of each position.

3.1.3 No more than one Executive position may be occupied by a Council Member, unless agreed by most of the Council.

3.1.3.1 A nomination may be: (i) in writing, received by the Secretary not less than 24 hours prior to the Council Meeting at which the election is to take place and signed by the candidate and the proposer; or

3.1.3.2 Made orally at the meeting, provided that the candidate is present and consents to the nomination.

3.2 The officer bearers are elected by members of the Council at the first meeting of the Council held after the postal ballot for Council members.

3.3 The Secretary may serve no more than one term of two consecutive years.

## 4. SELECTION CRITERIA

The Secretary must:

4.1 Be a Fellow member of ACCSM.

4.2 Be a current council member.

4.3 Be in good standing with the Australian Health Practitioner Regulation Agency (AHPRA) with no outstanding conditions, undertakings, or reprimands.

4.4 Have been actively involved in ACCSM governance, education, or member related work.

4.5 Be available to undertake travel both interstate and internationally to represent ACCSM.

4.6 Have a good understanding of health policy, national health issues and political issues directly related to the professions of cosmetic surgery and medicine.

4.7 Have experience speaking publicly in relation to health policy and professions, and/or representing a comparable body, organisation, association, or society.