**Position:**  ACTSCP Secretary

**Organisation:** Association for Cardiothoracic Surgical Care Practitioners (ACTSCP)

**Responsible and report to:** ACTSCP President

**Term of reference:** 3 years

**Job Description:**

* Annual Vision and plan for next 3 years.
* The main contact for information from the members or stakeholders.
* Organising and servicing meetings (producing agendas and taking minutes)
* Responsible for keeping members informed about the organisation’s activities.
* To notify all members of Training days, conference.
* To act at all times under the direction of the ACTSCP President and the Committee.
* To present an annual report of the activities to the annual general meeting.
* To Chair the meetings organised by the ACTSCP.
* To take responsibility for keeping the CT SCP members informed about the Association activities.

**Open communication:**

* Understand the core values of the ACTSCP and SCTS vision and strategy.
* If any issues, then communicate directly with the ACTSCP President.
* Never withstand any bullying or harassment from anyone in the society.
* If you struggle with the workload, ask for help when needed.

**Finally:** If you think that you cannot do this job, please be honest and allow someone else to take this job over. It needs to be advertised to all members and recruitment will take place from scratch.

**\*Please note** that all ACTSCP executive chairs, will work with the education chair to set out a webinar and or a full day course on annually for their professional group/members.