



**NAMEM**  
National Association of  
Medical Education Management

## **SECRETARY TO NAMEM COUNCIL (EXTERNAL) ROLE DESCRIPTION**

### **Objectives:**

- To receive membership applications and process.
- To create and manage database of registered members.
- To support the Treasurer with invoicing and expenses.
- To provide administrative support for NAMEM events.
- To manage the NAMEM generic email inbox.

### **Roles & Responsibilities:**

To be read alongside NAMEM TOR

To attend council meetings.

To monitor the NAMEM generic email inbox by replying promptly to emails or forward emails on to appropriate Officers/Council Members.

### Membership

- Receive all membership applications.
- Create and maintain database of all NAMEM Members.
- Keep members informed about their membership status and renewals.
- Liaise with Communication Officer regarding database for communications.
- Report on membership figures at Council meetings / AGM.
- Be the first point of contact for members/non-members with membership queries.

### Finances

- Collate Council Member expenses for the Treasurer.
- Produce invoices for membership and ensuring they are paid and following up on outstanding invoices.
- Ensuring event sponsorship has been received.
- Receiving incoming invoices for NAMEM.
- Reporting to Treasurer and Chair.

### Events

- Receive all applications for NAMEM events.
- Collate and create registers.
- Collate feedback .
- Produce and distribute attendance certificates.

Ratified: August 2021 To be reviewed: August 2024