

List of Duties and Responsibilities

The Appointee shall act as the Secretary to the Board in line with the direction afforded to him by the Chairperson of the Authority.

The functions and duties of the Secretary to the Board in relation to Board meetings are as follows:

- i. To act in accordance with and in compliance to the statutory provisions and procedures concerned with hearings and in particular with the applicable provisions of the Broadcasting Act (Cap 350) and with the provisions of Subsidiary Legislation 350.06, entitled "Code for the Investigation and Determination of Complaints". Assist the Chair to organise Board meetings by identifying a suitable date, defining the Agenda; collating materials and documents to be used in the meeting and any other action necessary for the holding of the meeting.
- ii. Informing Board members of meetings and forwarding the Agenda; meeting materials (etc) in a timely manner and in line with applicable policies and procedures.
- iii. Keep detailed and accurate minutes of each Board meeting and circulate approved meeting minutes.
- iv. Carry out related administrative duties as deemed necessary by the Chair.
- v. Managing the Board diary and contact lists.
- vi. Assisting the Chair in the preparation of documents and reports (etc) as may be from time to time needed in the preparation for or the holding of a Board meeting.
- vii. Preparing draft Board correspondence as may be deemed necessary by the Chair / Board.
- viii. Recording decisions of the Board and / or actionable points and assigned responsibility and timeframes for execution or completion. In co-ordination with the Chief Executive Officer, to Consequently to keep the Chair and / or the Board informed on progress.
- ix. Other related roles and responsibilities as may from time to time be assigned by the Chair or otherwise agreed to by the Board.