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**i-NAF GENERAL SECRETARY RESPONSIBILITIES**

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**1. THE RESPONSIBILITIES OF THE i-NAF SECRETARY ARE DESCRIBED BELOW:**

It is the responsibility of i-NAF Secretary to:

- 1.1 Perform the daily works of i-NAF;
- 1.2 Monitor the execution of the decisions and recommendations made by the Natural Accreditation (Executive) Committee and the Board of Directors/General Assembly, and shall coordinate with i-NAF members in terms of such decisions and recommendations;
- 1.3 Monitor the reports and studies approved by the Board of Directors/General Assembly;
- 1.4 Represent i-NAF to Judicial and legal institutions;
- 1.5 Prepare the meetings of the Board of Directors/General Assembly, the Natural Accreditation (Executive) Committee and elaboration of their minutes; and
- 1.6 Accomplish any other mission given by the Board of Directors/General Assembly or the Natural Accreditation (Executive) Committee

**2. ADDITIONAL RESPONSIBILITIES THE i-NAF:**

- 2.1 Monitor and follow up on the meetings resolutions of the Natural Accreditation (Executive) Committee, Board of Directors and General Assembly with the corresponding responsible parties to ensure fulfillment;
- 2.2 To distribute the resolutions of the Board of Directors/General Assembly and Natural Accreditation (Executive) Committee meetings for their approval, when needed;
- 2.3 To keep a controlled copy of the approved resolutions of the Board of Directors/General Assembly and Natural Accreditation (Executive) Committee meetings;
- 2.4 To keep the members informed about major issues submitted to the Secretariat between Board of Directors/General Assembly meetings;
- 2.5 To keep the i-NAF membership directory updated;
- 2.6 To maintain a system for documents and records control;
- 2.7 To receive and answer correspondence sent to i-NAF;
- 2.8 To maintain the i-NAF website updated;
- 2.9 To prepare and submit for approval to the corresponding members, the agenda of the Board of Directors/General Assembly and the Natural Accreditation (Executive) Committee meetings;
- 2.10 To assist the Chair at all times and at meetings;
- 2.11 Prepare drafts of work documents for the Natural Accreditation (Executive) Committee, Board of Directors and General Assembly meetings;
- 2.12 Prepare drafts of the i-NAF Chair's correspondence;
- 2.13 Manage i-NAF technical cooperation projects.
- 2.14 Organize the logistics for the execution of each activity in the i-NAF projects, as necessary;
- 2.15 Manage the invoicing of i-NAF membership fees;
- 2.16 Prepare i-NAF reports for the international and regional organizations for their meetings;
- 2.17 Maintain i-NAF members informed on issues regarding the Cooperation and relevant topics;
- 2.18 Maintain copies of the lists of committee and subcommittee members; and
- 2.19 Act as a liaison for committees, subcommittees, and Chairs;



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**3. DETAILED DESCRIPTION OF SOME OF THE ABOVE POINTS:**

**3.1 Logistics of Natural Accreditation (Executive) Committee, Board of Directors and General Assembly meetings**

Secretary's Responsibilities:

- 3.1.1 Prepare a draft meeting agenda;
- 3.1.2 Prepare drafts of documents for the meetings and request the Committee and Subcommittee Chairs to submit their reports;
- 3.1.3 Prepare work documents for the Natural Accreditation (Executive) Committee, Board of Directors and General Assembly meetings;
- 3.1.4 Send letters of invitation for the meeting and training course;
- 3.1.5 Send work documents via e-mail to meeting attendees
- 3.1.6 Provide work documents to the interpreters as necessary;
- 3.1.7 Prepare table name cards for each attendee of the Natural Accreditation (Executive) Committee, Board of Directors and General Assembly;
- 3.1.8 Develop the draft program for the meetings and additional activities, such as course, seminar, etc.;
- 3.1.9 Develop a logistical requirements chart for each meeting (with requirements and schedules of: rooms, translators, equipment, office material, etc.) and send it to the host body;
- 3.1.10 Coordinate the accommodations of attendees with the host body.

**3.2 Project management and logistics of project activities**

- 3.2.1 Managing and implementing of the i-NAF and other global projects, and others;
- 3.2.2 Coordinate the activities with the Training Subcommittee or the MLA Committee, the participating bodies and the organizers;
- 3.2.3 Send invitations for courses, workshops, seminars to the i-NAF members;
- 3.2.4 Request travel funds to the global organizations representatives and provide them to each participant within the agreed timeframe;
- 3.2.5 Request airplane tickets to the travel agency and make them available to the participants. Coordinate the hotel reservation with the host body;
- 3.2.6 Prepare project reports for the i-NAF Natural Accreditation (Executive) Committee;
- 3.2.7 Request evidence and documentation to activity participants including evaluators, consultants, instructors, students, organizers, etc..

**3.3 Request payment of i-NAF membership fees**

- 3.3.1 Keep membership fee payment records, monitor the i-NAF bank account and provide frequent reports to the i-NAF Treasurer;
- 3.3.2 Request information from each i-NAF member to calculate the annual membership fee;
- 3.3.3 Send personalized letters requesting payment to each i-NAF members and provide follow up;
- 3.3.3 Request and follow up on payments to service providers (translators, instructors, etc.) and request reimbursements to external organizations;
- 3.3.4 Support the accountant and i-NAF Treasurer in the preparation of the financial report which includes: Balance Sheet, Results Report, Cash Flow report.



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3.3.5 Arrange for the annual financial audit at the beginning of the year, to be carried out by external auditors.

**3.4 Prepare drafts of work documents for the Board of Directors, General Assembly and Natural Accreditation (Executive) Committee meetings, for example:**

3.4.1 Board of Directors, General Assembly and Natural Accreditation (Executive) Committee meeting agendas;

3.4.2 Membership Reports;

3.4.3 Matrix of pending resolutions;

3.4.4 Global project reports;

3.4.5 Prepare the draft of the meetings resolutions;

3.4.6 Prepare drafts of agreements, documents, procedures, guidelines, etc. as needed;

**3.5 Maintain the i-NAF website updated**

3.5.1 Post and update documents on the website such as procedure, administrative documents, reports, documents of the different committees meetings and General Assembly etc.;

3.5.2 Post and update information regarding training activities;

3.5.3 Post and update information regarding i-NAF members;

3.5.4 Post and update information regarding i-NAF projects, including registration forms for the project's activities.

3.5.5 Periodically check that the information and documents on the website are updated.