

Secretary of the Board – International Inclusive Arts Network (IIAN)

<u>Remuneration:</u>	The role of Secretary is not accompanied by any financial remuneration.
<u>Location:</u>	Global via video conferencing and attending in person meetings as required.
<u>Time commitment:</u>	At least 6 Board meetings per year. The Secretary is also expected to have regular meetings and be in regular contact with the Chair, (Vice Chair) and liaise with Board Sub-Committees in between full Board meetings as required.
<u>Reporting to:</u>	The IIAN Chair and Board members
<u>Background:</u>	IIAN works hard in supporting its members, and the wider ASSITEJ community and is open to new methods of communication

JOB DESCRIPTION

Objective

The Secretary will assist the Chair to hold the Board (and by proxy the Champions Sub-Committee) to account for the organisation's mission and vision. The Secretary will ensure communication within the IIAN Board, by all means possible.

PRINCIPAL RESPONSIBILITIES

- organize and distribute messages
- maintain schedules
- create board agendas alongside the Chair
- communicate details of board and other meetings
- take and circulate minutes of board and other meetings
- action any points required of the role
- provide liaison between the Board and the ASSITEJ EC
- work closely with the Chair to ensure that meetings are well planned, meaningful and reflect the responsibilities of the Board
- ensure that decisions taken at meetings are implemented
- maintaining the IIAN archive

Relationship with the Board

- Establish and build a strong, effective and a constructive working whilst maintaining an open and supportive relationship within which each can speak openly about concerns, worries and challenges

PERSON SPECIFICATION

Personal Qualities

- Demonstrate a strong and visible passion and commitment to IIAN, its mission and cause
- Personal gravitas to fulfilling the role
- Demonstrate tact and diplomacy, with the ability and willingness to listen but also to challenge and criticise constructively
- Ability & willingness to commit time to conduct the role well
- Good independent judgement, political impartiality and the ability to think creatively in the global context of IIAN and the external environment

Experience

Desirable

- Experience of governance; as a member of a Board of Directors/Trustees/ Governors etc.
- Experience of organizational skills
- Experience of operating at a strategic level
- Comprehensive understanding of the role
- Planning skills
- Technical skills
- An understanding of English as the main language of communication within IIAN and with the ASSITEJ EC.

Knowledge and skills

Essential

- Broad knowledge and understanding of the Inclusion and Performance (with particular reference to Performance and Theatre for Young Audiences) and current issues affecting it
- A working knowledge of ASSITEJ International

Desirable

- Good understanding of the role