

ORPHEUS SOP – the *Secretary*

1. The *Secretary* is a member of Executive Committee responsible for administrative support.
2. The *Secretary* and the *Treasurer* are both elected by the General Assembly of the Organisation on the basis of a proposal by the Executive Committee or General Assembly for a four-year term, and may be re-elected for a second four-year term.
3. The *Secretary* cooperates with the Treasurer, the President and the entire Executive Committee.
4. The *Secretary* is responsible for the routine business of the Committee such as keeping of its records, writing of minutes of the meetings, including General Assembly and Executive Committee Meetings.
5. The Secretary General is responsible for performance of administrative duties and is responsible for the performance of other tasks assigned by the Executive Committee.
6. The *Secretary* is responsible for proceeding the new application for membership and maintaining the directory of members.
7. The *Secretary* is responsible for announcement of the new events and annual ORPHEUS conference.
8. The *Secretary* prepares the agenda for forthcoming EC meeting and send out to every member of EC.