



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

<b>1. JOB TITLE</b>  CORPORATE SECRETARY	<b>2. DIVISION</b>  HEAD OFFICE	<b>3. DEPARTMENT</b>  BOARD SECRETARIAT
<b>4. ORGANISATIONAL RELATIONSHIP</b>  The Corporate Secretary will report the Chairman of the Board of Directors.	<b>5. NATURE &amp; SCOPE</b>  The Corporate Secretary will be required to provide Corporate Secretarial Services for the operations of the Authority’s Board of Directors and designated sub-committees. The officer will also be responsible for ensuring that the Authority complies with the laws of Trinidad and Tobago and maintains standards of corporate governance. He/She must have a thorough understanding of the laws that affect his/her areas of work and is required to assume responsibility for administering the support services of the Board of Directors.	
<b>6. SPECIFIC ACCOUNTABILITIES</b>  The Corporate Secretary: <ul style="list-style-type: none"><li>❑ Provides Corporate Secretarial services to the Board and advising the Board of good corporate governance and related issues in accordance with approved policies and guidelines</li><li>❑ Advises on statutory requirements of the Authority as per the Regional Health Authorities Act of 1994 and other relevant legislation impacting on or related to the Regional Health Authority</li><li>❑ Provides legal advice to the Board</li><li>❑ Arranges and convening Board meetings, recording minutes and decisions of meetings of the Board and maintaining accurate records of all proceeding at Board meetings</li><li>❑ Prepares and reviewing Board Notes and Papers</li><li>❑ Receives the Board’s registered office documents and correspondence and draft reports, memo, letters and other responses accordingly</li><li>❑ Prepares budgets for the expenditure of Board meetings, such as lodging, transportation and meals for Board members</li><li>❑ Monitors and advises the Board on the necessary changes in regulatory management and legislation</li><li>❑ Undertakes additional duties and responsibilities incidental to and commensurate with the corporate role of the position as directed by the Board</li><li>❑ Performs any other related duties as may be required by the appropriate Authority.</li></ul>		

## **7. KEY KNOWLEDGE, SKILLS AND ABILITIES**

- ☐ In-depth knowledge of the Regional Health Authority Act of 1994
- ☐ Sound understanding of the institutional and operational framework of the Authority
- ☐ Possess knowledge of legal and administrative practices and principles
- ☐ Knowledge of the health sector would be considered an asset
- ☐ Experience in a Corporate environment
- ☐ Intermediate or expert level of Microsoft Office Suite
- ☐ Sound comprehension and analytical ability
- ☐ Strong written and oral communication skills
- ☐ Strong co-ordination and interpersonal skills

## **8. MINIMUM TRAINING AND EXPERIENCE**

- ☐ Training as evidenced by a Bachelor's Degree in Corporate Law/Bachelor of Laws.
- ☐ Legal Education Certificate (LEC) would be an asset.
- ☐ A Diploma in Business Administration or Management would be an asset.
- ☐ The Administrative Professional Secretary certification or Administrative Corporate Secretary certification or equivalent would be an asset.
- ☐ A minimum of three (3) years' progressive work experience in a senior position.
- ☐ Any equivalent combination of experience and training.

## **9. SUPERVISORY RESPONSIBILITIES**

- ☐ Administrative Assistant
- ☐ Clerk I
- ☐ On-the-job Trainee

## **10. COMMUNICATION AND WORKING RELATIONSHIP**

### ***Internal:***

- ☐ Board of Directors
- ☐ The Office of the Chief Executive Officer
- ☐ All Managerial staff/Heads of Departments
- ☐ Administrative staff

### ***External:***

- ☐ Ministry of Health
- ☐ Other Regional Health Authorities
- ☐ Other organizations