



ARAC Secretary Responsibilities

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AVAILABILITY

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ARAC Secretary Responsibilities

- 1. The responsibilities of the ARAC Secretary are described in the ARAC Bylaws, under Article 10 paragraph 2 which states the following:**

“It is the responsibility of ARAC Secretary to:

- a) Perform the daily works of ARAC;
- b) Monitor the execution of the decisions and recommendations made by the Executive Committee and the General Assembly, and shall coordinate with ARAC members in terms of such decisions and recommendations;
- c) Monitor the reports and studies approved by the General Assembly;
- d) Represent ARAC to Judicial and legal institutions;
- e) Prepare the meetings of the General Assembly, the Executive committee and elaboration of their minutes; and
- f) Accomplish any other mission given by the General Assembly or the Executive committee

- 2. Additional Responsibilities not described in the ARAC Bylaws:**

- a) Monitor and follow up on the meetings resolutions of the Executive Committee and General Assembly with the corresponding responsible parties to ensure fulfillment;
- b) To distribute the resolutions of the General Assembly and Executive Committee meetings for their approval, when needed;
- c) To keep a controlled copy of the approved resolutions of the General Assembly and Executive Committee meetings;
- d) To keep the members informed about major issues submitted to the Secretariat between General Assembly meetings;
- e) To keep the ARAC membership directory updated;
- f) To maintain a system for documents and records control;
- g) To receive and answer correspondence sent to ARAC;
- h) To maintain the ARAC website updated;

- i) To prepare and submit for approval to the corresponding members, the agenda of the General Assembly and the Executive Committee meetings;
- j) To assist the Chair at all times and at meetings;
- k) Prepare drafts of work documents for the Executive Committee and General Assembly meetings;
- l) Prepare drafts of the ARAC Chair's correspondence;
- m) Manage ARAC technical cooperation projects.
- n) Organize the logistics for the execution of each activity in the ARAC projects, as necessary;
- o) Translate meeting documents of the Executive Committee and General Assembly into Arab language as necessary;
- g) Manage the invoicing of ARAC membership fees;
- h) Prepare ARAC reports for the international and regional organizations for their meetings;
- i) Maintain ARAC members informed on issues regarding the Cooperation and relevant topics;
- j) Maintain copies of the lists of committee and subcommittee members; and
- k) Act as a liaison for committees, subcommittees, and Chair;

3. Detailed description of some of the above points:

3.1 Logistics of Executive Committee and General Assembly meetings

Secretary's Responsibilities:

- a) Prepare a draft meeting agenda;
- b) Prepare drafts of documents for the meetings and request the Committee and Subcommittee Chairs to submit their reports;
- c) Prepare work documents for the Executive Committee and General Assembly meetings;
- d) Send letters of invitation for the meeting and training course;
- e) Send work documents via e-mail to meeting attendees
- f) Provide work documents to the interpreters as necessary;

- g) Prepare table name cards for each attendee of the Executive Committee and General Assembly;
- h) Develop the draft program for the meetings and additional activities, such as course, seminar, etc.;
- i) 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;
- j) Coordinate the accommodations of attendees with the host body.

3.2 Project management and logistics of project activities

- a) Manage technical cooperation projects of international organizations such as the United Nations Industrial Development Organization (UNIDO), the Arab Industrial Development and Mining Organization, (AIDMO), and others;
- b) Coordinate the activities with the Training Subcommittee or the MLA Committee, the participating bodies and the organizers;
- c) Send invitations for courses, workshops, seminars to the ARAC members;
- d) Request travel funds to the UNIDO representatives and provide them to each participant within the agreed timeframe;
- e) Request airplane tickets to the travel agency and make them available to the participants. Coordinate the hotel reservation with the host body;
- f) Prepare project reports for the ARAC Executive Committee;
- h) Request evidence and documentation to activity participants including evaluators, consultants, instructors, students, organizers, etc..

3.3 Request payment of ARAC membership fees

- a) Keep membership fee payment records, monitor the ARAC bank account and provide frequent reports to the ARAC Treasurer;

- b) Request information from each ARAC member to calculate the annual membership fee;
- c) Send personalized letters requesting payment to each ARAC members and provide follow up;
- d) Request and follow up on payments to service providers (translators, instructors, etc.) and request reimbursements to external organizations;
- f) Support the accountant and ARAC Treasurer in the preparation of the financial report which includes: Balance Sheet, Results Report, Cash Flow report.
- g) 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 General Assembly and Executive Committee meetings, for example:

- a) General Assembly and Executive Committee meeting agendas;
- b) Membership Reports;
- c) Matrix of pending resolutions;
- d) UNIDO project reports;
- e) Prepare the draft of the meetings resolutions;
- f) Prepare drafts of agreements, documents, procedures, guidelines, etc. as needed;

3.5 Maintain the ARAC website updated

- a) Post and update documents on the website such as procedure, administrative documents, reports, documents of the different committees meetings and General Assembly etc.;
- b) Post and update information regarding training activities;
- d) Post and update information regarding ARAC members;

- e) Post and update information regarding ARAC projects, including registration forms for the project's activities.
- f) Periodically check that the information and documents on the website are updated.