



CATSA SECRETARY PROTOCOL

PREAMBLE

The aim of the CATSA Secretary Protocol is to provide a framework under which the portfolio of *de facto* CATSA Secretary is to be administered.

SELECTION OF CATSA SECRETARY

The individual who assumes the responsibility of CATSA Secretary is chosen by a majority vote of the CATSA Management Committee on an annual basis, notwithstanding the understanding that this portfolio requires longevity and historical knowledge of the Society and hence is understood to be someone who has played an active and extended part in the life and functioning of CATSA.

For clarity, and to avoid any possible misinterpretation, this position is not formally sanctioned as an official Officer Bearer of the Catalysis Society of South Africa as designated in its Constitution. Regardless, this portfolio is considered vitally important to the functioning of the Society – the individual assuming this position is the repository of all historical and procedural knowledge of the Society – so is deemed to be a *de facto* Officer Bearer.

The individual need not be a member of the CATSA Management Committee, be that either elected or co-opted, but merely be a member of the Society. The CATSA Secretary will be invited and included in all CATSA Committee Meetings and appropriate correspondences; however, should the individual not be elected or co-opted onto the CATSA Management Committee, then the individual will only be able to participate in the Committee Meeting, but will not be allowed to vote or make decisions on behalf of CATSA.

PORTFOLIO

Although potentially not an exhaustive list, the list below includes a summary of historical and/or ongoing documentation/procedures for which the CATSA Secretary portfolio is intended to be responsible:

1. Monitoring the CATSA Calendar to ensure that all necessary activities are timeously attended too.
2. Historical information database updating (including annual Office Bearers, Conference organisers and venues, Best Student Oral and Poster recipients, Eminent Visitors, Lifetime Achievement Award recipients, Poretech Challenge winners, etc).
3. Procedure for preparation of scrolls (Eminent Visitor and Lifetime Achievement Awards).
4. Procedure for minting of new/replacement medals for the Best Student Oral or Poster Awards.
5. Procedures for submitting all NPO-related documentation to the relevant authorities.
6. The collation of Conference profit and Conference sponsorship data for reference/statistical purposes.
7. The repository of all current and historical Constitutions, Protocols, Conference Organising Procedures, NPO-related documentation, Scrolls, Annual General Meeting Minutes, Management Committee Meeting Minutes.