



Ref:- HR/AOA/01

## **Role of Secretaries**

### A. General Secretary

**The Charter describes the General Secretary as  
"Chief Administrative Officer" of the Organization.**

- i. The General Secretary will coordinate planning and execution of activities.
- ii. The General Secretary will be responsible for the execution of various activities proposed by Ajiz-Union of Development Concern in consultation with other Ajiz members and with the approval of the President.
- iii. The General Secretary will also be responsible to conduct of meetings, write and issue proceedings and exercise expenditure with prior approval of the President.
- iv. The General Secretary will set the role of the company secretary today
- v. The General Secretary will organize the time and purpose of meeting.
- vi. The General Secretary will directly involve to directors' responsibilities and duties and appointment, retirement and removal of haired directors.
- vii. The General Secretary through day-to-day work that includes attendance at sessions of Ajiz-Union of Development Concern bodies; consultations with world leaders, government officials, and others; and keep to touch with the peoples of the Organization's Member States and informed through Information Secretary about the vast array of issues of district on going projects nation as well as international concern that are on the Organization's agenda.
- viii. Each year, the General Secretary issues a report on the work of the Ajiz-Union of Development Concern that appraises its activities and outlines future priorities along with the General Secretary keep the record of previous activities.
- ix. Furthermore coordination and cooperation in the entire range of substantive and management issues facing the Ajiz-Union of Development Concern System.



## B. Joint Secretary

### **The Joint Secretary will help the General Secretary and the Executive Body in Planning and Execution of the activities.**

- i. The Joint Secretary will be authority to assist General Secretary and will perform as a role General secretary in the absence of General Secretary.
- ii. The Joint Secretary will be responsible to complete the documentation of Ajiz-Union of Development Concern and pursuit them.
- iii. The Joint Secretary will generate the basic concepts, completion and follow up the fundamental aspect of Ajiz-Union of Development Concern.
- iv. All the activities will be under notice of Joint Secretary which will relate Ajiz-Union of Development Concern.
- v. The Joint Secretary will promote membership from their respective regions.
- vi. The Joint Secretary will provide back up on going projects.
- vii. The Joint Secretary will be responsible to carry out the on going projects of Ajiz-Union of Development Concern till end summary.
- viii. The Joint Secretary will be responsible to organize the issues and will give the authentic proposal that which issue or project should be start first.
- ix. The Joint Secretary will be considered as head of all research field plans and all other researcher activities.
- x. The Joint Secretary will approved agenda of activities by General Secretary and Mr. President.



## C. Information or Media Secretary

### **The Charter describes the Information Secretary as "Newsletter Coordinator" of the Organization.**

- i. Information Secretary will be responsible to every kind of media publishing.
- ii. Information Secretary will be collect newspapers cutting and make attention of political and media on going issues.
- iii. Information Secretary will be make scheduling and running quarterly teleconference meetings among the officers, and writing the minutes for those meetings.
- iv. Basically, the Information Secretary is the one who knows what's happening when, and reminds folks about it! They also answer general inquiries.
- v. Information Secretary will advocate Secretaries and will responsible for coordinating broad goals which the group will be involved in. This may include assessing policy needs in District Hafizabad through regular communication with Ajiz-Union of Development Concern members.
- vi. Information Secretary will present such political issues to the Ajiz General Secretary and offer a recommendation for action, which the particular committee will vote on.
- vii. This position has currently been inactive, but is important to create a link to engage members who are interested in Ajiz political and any other issues.
- viii. Information Secretary will be responsible for editing, designing, producing and mailing a quarterly newsletter which will be distributed to members of the organization and such outside parties as the Communications Governmental and Non-Governmental may indicate.

- The primary objective of the Information Secretary will be to inform members about the activities of the organization.
- Secondary objectives will be to inform members about conditions and events in Pindi Bhattian, to spur discussion of development issues as they relate to Pindi Bhattian, and to inform members about the personal and professional activities of other members and guide them about Ajiz on going issues.

(Because the Information Secretary will be a primary communication tool of the organization)

- ix. Information Secretary will solicit newsletter articles from other officers of the organization; every issue will have at least a short message from the President or General Secretary regarding overarching issues, and updates from the group secretary and the communications, advocacy, financial, projects and membership committees covering their respective areas of activity.
- x. Information Secretary will make use of such outside news sources as are available.



#### D. Finance Secretary

**The Charter describes the Finance Secretary as**  
**“Financial authority “of the Organization.”**

- i. The Financial issues will be handover by Finance Secretary.
- ii. The Finance Secretary will be responsible to maintain the details of income and expenditure.
- iii. The Finance Secretary will also be responsible to operate the Bank account [if needed one of the co-signatories with one of the other member (General Secretary)] as approved by the President.
- iv. The Finance Secretary will be responsible to monitor of funds as well as maintain the budget along with list down main expenditures.
- v. The Finance Secretary will get recommendation of all members of Executive body about any bank pursuit.
- vi. The Finance Secretary will be authority to sign the cheques as secondary person with assistance of Mr. President.
- vii. The Finance Secretary will keep record of all financial activities.
- viii. The Finance Secretary will improve their understanding of financial matters in order to make a more strategic contribution to the financial health of their organization.
- ix. Furthermore, Finance Secretary will improve the Management and statutory accounts calculation and interpret financial data, establish the lists of profits and losses, budgeting with accuracy and also will improve the lists of the contributors and update the organization cash register.
- x. The Finance Secretary will set budgets, master terminology, evaluate risk, interpret data and forecast cash flow and final profit and loss on any project.
- xi. Cash flow forecast will be under the handover by Finance Secretary.
- xii. Furthermore, Finance Secretary will compile the actual with budget, project cost budget, control project changes, and contractual terms along with financial issues, financial control, costs to completion, updating the financial plans also will give the detail summary to Mr. President.

The General Secretary  
Ahmed Abbass Toor

The President  
Hafiz Muhammad Imran Tahir

AJIZ Union of Development Concern  
Pindi Bhattian.

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