

ICMDA Regional Secretary

Job Title – Regional Secretary (RS)

Quota – One for each of ICMDA's twelve world regions

Appointed by and responsible to – Chief Executive Officer (CEO)

Close working relationship with – Associate Executive Officer (AEO) covering the region and regional committee (RC)

Partnership with – Regional Secretaries of other regions

Responsible for – Regional Representative (RR) and Area Representatives (ARs) of the region

Term – Four years which may be extended to another four years

Salary – Voluntary part-time role with an annual grant for travel and expenses

Role - to work with the RC, AEO, RR, and ARs to implement the mission, vision and values of ICMDA in the region within the stipulated policies set by the ICMDA.

Job Description

1. To promote the Mission, vision and values of the ICMDA in the given Region
2. To provide for National Christian Medical and Dental Organisations a regular means of exchange of views, information and experiences in the fields of medicine and dentistry, particularly where these concern Christian faith and ethics
3. To strengthen Member organisations within the region to become strong mature bodies according to the ICMDA strategy plan
4. To identify and promote new member bodies in nations where there are none.
5. To appoint RR/ARs in consultation with the Regional Committee and AEO of the region
6. To assist the AEO in the capacity building of RR/ARs.

Requirements

1. Qualified doctor or dentist
2. One who loves the Lord, has a good reputation and who is inspired by the vision of ICMDA
3. Someone who can give time for the work of ICMDA
4. One who has the big picture in view
5. One with good relational and communicating skills
6. Willing to travel
7. Adequate IT and administrative skills
8. Working knowledge of the English language
9. One who is willing to be accountable to the CEO/Regional committee and national associations.

Source – *ICMDA Board Policy Manual Section 2*