

# **SECRETARY (M.H.S.C.)**

## **GENERAL**

The incumbent serves as Secretary to the M.H.S.C. Board and to a number of committees relating to the Commission.

## **TYPICAL DUTIES**

Arranges agenda items for meetings.

Takes and prepares minutes of meetings.

Screens reports and related material releases.

Prepares correspondence, press releases, speeches, etc.

Advises on matters relating to Commission business, decisions and necessary follow-up.

Assists Chairman and Commissioners with Commission business.

Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge, Abilities and Skills**

Knowledge of Health Services Insurance Act and related federal and provincial legislation and regulations.

Command of writing and analytical skills.

Tact and diplomacy.

Proven administrative ability.

### **Education, Training and Experience**

University degree and/or experience in a health related field.

### **Physical Standards**

Physically capable of performing the duties assigned.