



JOB TITLE: Recording Secretary, Adventist HealthCare Limited Human Research Ethics Committee	
CLASSIFICATION: Non-Award	SERVICE AREA: Ethics
ROLE PURPOSE: Record the Committee's proceedings as a non-voting member	
GENERAL SUMMARY OF DUTIES/RESPONSIBILITIES: <ul style="list-style-type: none"> • Attend Committee meetings and record the proceedings • Formulate the minutes including a summary of discussion and actions taken • Format the minutes and forward to the Executive Officer for processing • Maintain confidentiality regarding the content of research proposals and Committee proceedings during tenure and post-tenure • Declare any conflict of interest, which exists or may arise, during tenure • Declare any criminal conviction or disciplinary action, which may prejudice standing as a Committee member • Agree to name and membership category being made available to the public 	
ATTRIBUTES: <ul style="list-style-type: none"> • Effective communication skills • Proficiency in word processing • Interest in ethics and a capacity to understand ethical issues 	
DESIRED EXPERIENCE PROFILE: <ul style="list-style-type: none"> • Experience in taking and formulating committee minutes at an administrative level 	
ROLE DIMENSIONS: <ul style="list-style-type: none"> • Human Research Ethics Committee • Executive Officer 	
DECISION MAKING AUTHORITY AND/OR RECOMMENDATIONS EXPECTED: <ul style="list-style-type: none"> • Document the Committee's proceedings in harmony with the Committee's Terms of Reference 	
CONFIRMATION: Signature: Board Secretary	Signature: Member
Date:	Date: