

## **Responsibilities of Zonal Secretary (Admin)**

The primary role of the Administrative department is to coordinate between departments for smooth functioning of the organization, facilitate respective function(s) to coordinate with other stakeholders and be responsible for ensuring the statutory requirement of the organization.

### **Key Responsibilities of Zonal Secretary:**

1. **Coordination:** ZS Admin will be responsible for coordination among various departments and assist in resolution of problems or crisis or tasks at zonal or center level.
2. **Plan and Conduct Meetings:** ZS Admin shall plan monthly meetings in the zone in coordination with various team members and release a monthly calendar by 1st of every month. S/he shall also release minutes of meeting along with follow-up of liquidation of pending points of the previous meeting. ZS Admin should also ensure to store and file all the meeting minutes at a proper place for future reference.
3. **Resource Management-** ZS Admin will be responsible for arranging requisite resources for any regular operations as well as for event/program conducted in zone with coordination with different Department. S/he shall also be responsible for maintenance of such resources and ensuring optimum utilization of these resources.
4. **Asset Management-** ZS Admin must maintain a record of assets at all times. Assets in the zone for official use of UPAY shall be procured, managed and kept under proper custody. ZS Admin shall ensure timely maintenance, servicing, insurance coverage wherever required and report the status of such assets during Audits. A proper file or record of warranty/ guarantee bills, invoices, service cards should be maintained at all times.
5. **Documentation and Record Keeping-** ZS Admin shall be the custodian of all functional and cross-functional documents and databases within the zone. S/he shall assist the Zonal Director and Director Admin in preparation of the requisite documents and records as per central requirements and maintain the same.
6. **Statutory work-** Zonal Secretary (ZS) is responsible for coordination and arrangement of zone related statutory document(s) for the central team. ZS also needs to take care of zone specific statutory requirement under the guidance of zonal director i.e.- Permissions from local administrations, civic authorities, or other external stakeholders.



ZS Admin shall also prepare and maintain record of MOU/MOA/Rent/Other agreements with any external party and file signed copies of it at UPAY Office.

7. **Audit-** ZS Admin in consultation with zonal director should regularly schedule internal audit in zone and facilitate/coordinate for central level internal and external audits.

8. **Donation Management-** All offline (by cash/cheque/bank transfer) donations received in the zone need to be recorded in the offline donation form. The information should then be intimated to Director Admin or Finance for further processing and issue of receipt.

9. **Stakeholder Management:** ZS Admin shall communicate with donors and supporters and other stakeholders who directly or indirectly supports UPAY's vision and operation. S/he should plan opportunities to engage donors and keep them associated for a longer period. S/he should find avenues to collaborate with newer individuals and organizations for the benefit of the organization.

10. **Monthly Activity Report-** ZS Admin has to report monthly highlights of the zone including the photographs, to facilitate preparation of quarterly, half-yearly and annual reports of all the zones.

11. **Office Administration:** ZS Admin should keep a check on office administration, availability and usage of resources, maintenance, rent and lease agreements and payments of outstanding bills and procurements.

The above mentioned responsibilities are indicative in nature. Any other work assigned by the Director Admin or Zonal Director needs to be taken care of by ZS.

### **Reporting:**

Administrative reporting: Zonal Directors

Functional reporting: Director (Admin)