

National Cheng Kung University

Responsibilities of the Executive Secretary

Approved in the 473rd Supervisory Meeting on September 8, 1999.

The secretary of each unit receives orders from the unit's supervisor, handles related affairs, and has the following responsibilities:

- (1) Approving official documents as well as formulating appropriate solutions/opinions to be reported to the supervisor for ratification
- (2) Handling crucial correspondence and documents for the unit's supervisor as well as drafting manuscripts
- (3) Providing the unit supervisor with memorandums and agendas for meetings and work
- (4) Receiving guests and visitors as well as practicing public relations
- (5) Liaising for meetings and other procedural affairs
- (6) Drafting and compiling the unit's operational plans and work reports
- (7) Monitoring and controlling the unit's crucial work items
- (8) Communicating, coordinating, and liaising with other units
- (9) Compiling the unit's various funds and promoting performance
- (10) Supervising and inspecting the environmental sanitation, safety protection, and general affairs of each affiliated office
- (11) Supervising, managing, and deploying affiliated technicians, janitors, and employees
- (12) Handling other matters as instructed by the unit supervisor

※The English translation thereof is for reference only and the Chinese version shall always prevail in case of any inconsistency between the Chinese version and the English translation thereof.