

THE UNIVERSITY OF THE SOUTH PACIFIC SCHOOL OF DISTANCE EDUCATION DEPARTMENT OF EDUCATION TEACHER EDUCATION PROGRAM

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一、本會為辦理各項業務，特設秘書處，其組織及職掌如下：(一)秘書長一人，由本會董事會聘任之，其職掌如下：(二)秘書長之職務：(三)秘書處之職掌：(四)秘書處之組織：(五)秘書處之經費：(六)秘書處之其他事項。

二、本會秘書處設於本市○○路○○號，其辦公時間為每日上午九時至下午五時，星期日及例假日休息。

三、本會秘書處之職掌及組織

一、秘書長之職務：(一)執行董事會決議之事項；(二)綜理本會一切事務；(三)擬具本會各項規章及重要文件；(四)代表本會對外接洽；(五)監督及考核各級職員之工作；(六)其他董事會所賦予之職務。

二、秘書處之職掌：(一)處理本會日常事務；(二)彙集及整理本會各項資料；(三)編製本會各項報告及統計表；(四)辦理本會各項會議之紀錄及整理；(五)辦理本會各項文書之收发及保管；(六)辦理本會各項印信之管理；(七)辦理本會各項經費之收支及核對；(八)其他董事會所賦予之職掌。

三、秘書處之組織：(一)秘書長一人；(二)秘書一人；(三)秘書處主任一人；(四)秘書處副主任一人；(五)秘書處各組組長一人；(六)秘書處各組組員若干人。
