Secretariat Sharing

By Henry Chan
22 February 2013
APTLD Members’ Meeting Singapore
Joy of being Secretariat
RFP for APTLD Secretariat

- EoI by 25 February 2013
- Proposal submitted by 17 April 2013
Website

• Drupal
• Powerful features
• Not too intuitive
• Lots of potential to grow
Mailing Lists

- Currently, Google Apps
- 3 staff email accounts + 1 chair’s account (US$50 X 4 per annum)
- Unlimited Google Groups as lists
- Currently ~20 lists
- All messages archived on Google
Outreach and Promotion

• Supporting role to the GM
• Contact info research
E-newsletter

- Currently, weekly e-news
- Looking through members’ websites and other channels; ICANN news
- Some websites not in English or our first language
- Dedicated effort
Meetings!

• One thing that always goes wrong: getting the sound from the meeting room PA for audio-casting
• Communicating with local host the room set-up
• Local hosts have all been very helpful. THANKS!
Meetings!

- Flexibility to handle ad-hoc issues
- More attention and preparation for AGM
Finance reporting

• Monthly reports first week of the month
• Bank account
• Transaction usually via wire
• VERY tight auditing schedule
• Explanation to auditors at first engagement
Membership

• Fee collection exercise to meet the election cut-off date
• Maintaining membership register and updating contact info
Election and Voting

• Mainly Board election
• Milestones could be across weekends, holidays
• Need a platform for electronic voting; current PDF form not very satisfactory
Helpdesk

- Front end for different types of enquiries
- Visa issues, accommodation, etc.
Facilities

- Internet connectivity
- International tele-conference provider
- Courier service
Staffing

• Some knowledge on website management, finance, event management, secretariat operations, etc... across the team or by one person

• Can commit to travel at least three times a year
The Next Secretariat

• Send your EoI to jian@aptld.org by 25 February 2013, or now.
• Proposals also to jian@aptld.org by 17 April 2013.
Note of thanks

- Guidance and leadership from Jian and past GM Ramesh
- Directorship from the Board
- Support from Members
- Support from HKIRC
Q&A

- Contact us at: sec@aptld.org
- Contact me at: henry.chan@hkirc.hk