

The Office of Secretary General of the House of Representatives of Thailand

The Secretariat of the House of Representatives of Thailand is an independent public agency subordinate to the National Assembly and has function of carrying out activities of the Secretariat of the House of Representatives' affairs and supporting functions and services to the President of the National Assembly, the Speaker, members of the House of Representatives and the committees. The Secretariat of the House of Representatives is headed by a Secretary General who is directly accountable to the Speaker of the House of Representatives.

Central Personnel Administration of the Thai National Assembly is administered by Parliamentary Official Commission whose duties are to control, supervise as well as formulate standard positions, duties and responsibilities of parliamentary officials. Therefore, the office of the Secretary General is specified by the Parliamentary Official Commission.

The Secretary General is a senior executive official, normally appointed by the King with nomination and countersignature of the President of the National Assembly to manage Secretariat's affairs as a whole and to act as the head of officials and employees.

The main functions of the Secretary General are to formulate policies, plans and administrative systems of the Secretariat and its subordinate bureaus, issue decisions and orders, as well as monitor their implementation in order to enhance efficiency of the performance of duties. The Secretary General is also responsible for supervising and giving suggestions about the correct functions and work procedure to the officials and employees.

In addition, the duties of the Secretary General are also prescribed in the Rules of Procedure of the House of Representatives as follows:

- convening the first sitting of the House of Representatives and the meeting of a committee;

- inviting the Presiding Officer pro tempore to preside over the sitting of the House of Representatives and the meeting of a committee;

- assisting the Presiding Officer to control the counting of votes;

- preparing all minutes of the proceedings and recording the voting; -

- confirming the resolution of the House of Representatives to the person concerned;

- keeping all the archives, data and audio-visual materials of the House of Representatives;

- controlling the operation of the House of Representatives in accordance with the orders specified by the Speaker;

- performing other duties in accordance with the laws and the Rules of Procedure of the House of Representatives;

- and performing other duties as entrusted by the Speaker

Another important function of the Secretary General is supporting any administrative matters including increasing performance in services to the National Assembly more effectively. The Secretary General must be able to harmoniously support every activity made by the National Assembly, the House of Representatives and the Secretariat. The Secretary General shall give consultation and advice to the President, the Speaker and members of the House of Representatives on matters relating to parliamentary procedure, Constitution, law, Rules of Procedure and any other matters concerning the functioning of the Parliament. For this reason, the Secretary General, together with expert and professional staff always has to improve the technical processes in supporting and services.

At present, due to the number, the importance and the complexity of the tasks, the Secretary General of the House of Representatives of Thailand is

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assisted in carrying out the responsibilities by seven Deputy Secretaries General of the House of Representatives and advisors in different areas namely, area on foreign affairs, area on legislative procedure, area on information technology and area on legal affairs.
