

## The roles of high officers of the Secretariat of the House of Representatives of Thailand

For the Secretariat of the House of Representatives of Thailand, the roles of the high parliamentary officers rest on the powers and duties specified in the Reorganization of Parliamentary Administration Act B.E. 2518 (1975). Unlike the office of other high officials, the role of the Secretary General of the House of Representatives position has been stated clearly in that provision. Secretary General of the House of Representatives is the head of the Secretariat of the House of Representatives who has the top authority thereof and is responsible for general administration of the House. He/She is in charge of and is subject directly to the Speaker of the House of Representatives. His main duties, as stipulated in the Rules of Procedure of the House of Representatives, are to convene the sitting and the meeting of a committee, assist the Presiding Officer to control the counting of votes, prepare the minute of proceedings and record the voting, confirm the resolution of the House to the person concerned, keep all the archives and audio-visual equipment of the House and perform other duties as assigned by the Speaker. Currently, Secretary General has seven Deputy Secretaries General to assist in carrying out the tasks of the Secretariat covering five main areas; general administration, parliamentary proceedings, academics service, foreign affairs and public relations. Each of them is assigned by the Secretary General for specific responsibility and supervision.

Another position which only a high-ranking officer can hold is an advisor. The roles and duties of the advisor are to give an advice and provide recommendations on particular matters for the National Assembly, the House of Representatives and Secretariat of the House of Representatives. The responsibilities can be separated into five spheres; those are an advisor on legislative procedure, foreign affairs, information technology, legislative affairs and

policy, planning and budgeting. Besides, studying or conducting research on the matters within the scope assigned is also another duty of an advisor.

Lastly, for the level of bureau, a director is the head who manages the business of the bureau. The power to control and supervise all bureau's subordinates is given to the director. Not only an authority to permit an absence, the director also hold a power to give penalty to its subordinates for an unseverely misdisciplinary action.