

SECRETARY

The Duties listed below allow for personal creativity and may vary from Centre to Centre.

The Secretary shall be responsible for;

- ❖ The faithful recording of the minutes of Committee Meetings, General Meetings and the Annual General Meeting.
- ❖ The distribution of the minutes and proposed agenda at least one week prior to the next meeting.
- ❖ Receiving and recording all correspondence on behalf of the Committee and tabling correspondence at Committee Meetings.
- ❖ Providing copies of correspondence relevant to appropriate committee members at the earliest convenient time.
- ❖ Responding to all correspondence as necessary. Retain a copy and recording correspondence sent on behalf of the Committee.
- ❖ Assisting the President in the organisation of the Committee and other meetings.
- ❖ Ensuring that all Association dates/closing dates are met and reporting any accidents or injuries.
- ❖ Centres hosting Association Events please contact the Association for appropriate signage for Association Sponsorship.
- ❖ All Centre contact information is confidential within the management Committee.