The Secretary has the following duties:

1. dealing with the Association’s correspondence;

* Report any incoming or outgoing correspondence at Committee meetings
* Correspond to people or groups upon the request of the President or committee.

1. consulting with the chairperson regarding the business to be conducted at each committee meeting and general meeting;
2. preparing the notices (agendas) required for meetings and for the business to be conducted at meetings;
3. maintaining on behalf of the Association an up-to-date copy of the Constitution and Bylaws, as required under section 35(1) of the Act;

* Ensure that the Constitution is available to members.

1. maintaining on behalf of the Association a record of committee members and other persons authorised to act on behalf of the Association, as required under section 58(2) of the Act;
2. ensuring the safe custody of the books of the Association, other than the financial records, financial statements and financial reports, as applicable to the Association;

* Retain all non-financial records of the Club

1. maintaining full and accurate minutes of committee meetings and general meetings;

* Arrange for President and Secretary to sign the final copy of the minutes for each Committee meeting.
* Take minutes at meetings and circulate these minutes to the Committee members within one week.

1. carrying out any other duty given to the secretary under these rules or by the committee.

* Confirm there is a quorum at each Committee meeting and at the AGM
* Inform appropriate organisations of new Committee details following the AGM.
* Hold signing authority on cheques, along with President and Treasurer.
* Arrange with the President and Treasurer to change bank signatures following the AGM.
* Arrange a signed copy of the AGM minutes if signatures will change after the AGM.