

ROLE DESCRIPTION – SECRETARY

as of 8th May 2016

1. Take down and write up minutes of quarterly committee meetings
2. Forward draft minutes to President for checking
3. Distribute minutes of quarterly meeting no later than two weeks after meetings
4. Call for Agenda items at least two weeks prior to quarterly meetings
5. Distribute Agenda at least 24 hours prior to quarterly meeting
6. Place notice of AGM in June ATB, calling for agenda items and nominations for all positions
7. Prepare and distribute agenda for AGM
8. Take down and write up minutes of AGM
9. Forward AGM minutes to President for inclusion on website