



POWER: RECORDS

1



THE SECRETARY

The secretary is elected by the General Assembly to prepare agendas and circulate them prior to meetings.

BOARD DUTIES



POWER: RECORDS

2

THE SECRETARY

The secretary is elected to keep track of the board's duties and responsibilities.



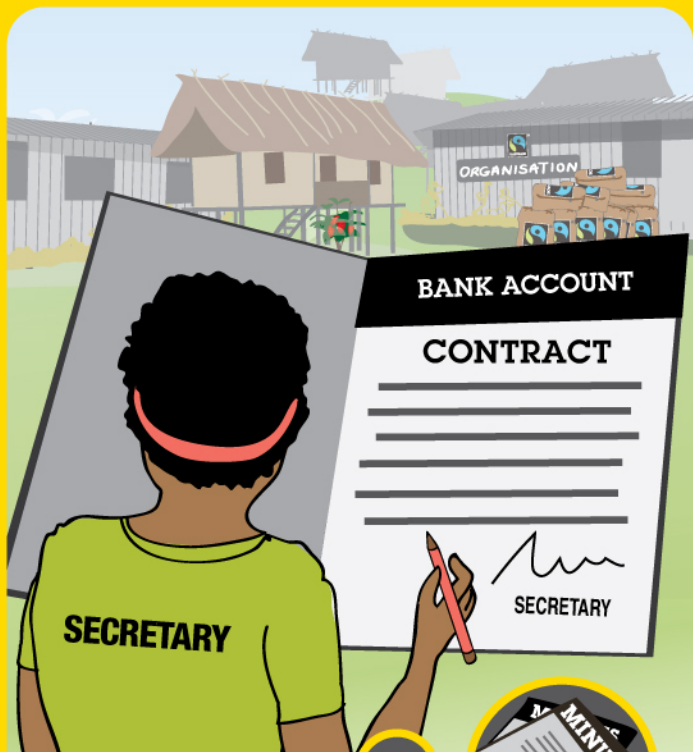
POWER: RECORDS

3



THE SECRETARY

The secretary is elected to attend all meetings and ensure that minutes are taken.



POWER: RECORDS

4



THE SECRETARY

The secretary is elected to sign or be present during signing of documents, with the chairperson.



POWER: RECORDS

5



THE SECRETARY

The secretary is elected to arrange and give notice of meetings.



POWER: RECORDS

6



THE SECRETARY

The secretary is elected to organise and maintain the organisation's records.