



SECRETARY

1. Record the minutes of the monthly Executive Committee meetings and distribute to the Executive. Maintain the minutes and records of past meetings.
2. When necessary, send out correspondence on behalf of the Executive, and report back about any communication received.
3. As part of the Executive committee, participate in the decision making process on behalf of the society.
4. When possible, provide a verbal reminder to the Executive members of the monthly executive meetings.
5. Send the minutes to the Executive by email in advance of the meetings, as a time saver and as a reminder of the meeting date.

Updated April 2003