



Role of the P&F Secretary

The P&F Secretary:

- Manages the day-to-day communications and records of the Association.
- Assists in the organizing of meetings, records accurate draft minutes in a style agreed to by the Executive Committee and ensures they are formalised as agreed to by the General Meeting.
- Receives and deals with correspondence in a manner agreed upon by the Executive Committee.
- Maintains copies of the minutes of the General Meeting.
- Receives agenda items in accordance with this Constitution.
- Informs members of forthcoming meetings in accordance with this Constitution.
- Provides the minutes for inspection of any member who so requests it.
- Passes on records, in good order, to the incoming Secretary.