

## **GEA SECRETARY'S ROLE & RESPONSIBILITIES**

1. Coordinating the correspondence of the Association;
2. Consulting with the President regarding the business to be conducted at each committee meeting and general meeting;
3. Preparing the notices required for meetings and for the business to be conducted at meetings;
4. Maintaining full and accurate minutes of committee meetings and general meetings;
5. Complying on behalf of the Association, unless another member is uthorized by the committee to do so, with
  - (b) section 53 of the Act with respect to the register of members of the Association, as referred to in rule
  - l section 35 of the Act by keeping and maintaining an up-to-date copy of these rules;
  - (d) section 58 of the Act by maintaining a record of
    - (i) the names and addresses (including email addresses where applicable) of the persons who hold the offices of the Association provided for by these rules, including all offices held by the persons who constitute the committee and persons who are uthorized to use the common seal of the Association under rule 24; and
    - (ii) the names and addresses (including email addresses where applicable) of any persons who are appointed or act as trustees on behalf of the Association, and must, upon the request of a member of the Association, make available the record for the inspection of the member and the member may make a copy of or take an extract from the record but does not have a right to remove the record for that purpose;
6. 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 and required by rule 13 to be kept and maintained by, or in the custody of, the Treasurer, and which must be retained for at least 7 years;
7. Performing any other duty given to the secretary under these rules or by the committee
8. Maintain Club Laptop with Anitvirus and Microsoft subscriptions
9. Manage Associations Online account and submit the annual Information Statement
10. Maintaining Insurance Policies
11. Maintaining Affiliations with ARCA and EWA

