# Duty statement—Secretary

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| Main responsibility | Act as the principal administrative officer of the Association. |

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| Regular activities | * Prepare, in consultation with the President, all meeting agenda.
* Maintain a list of financial members.
* As outlined in the constitution (5d), attend every Association meeting and take notes of discussions in order to produce a set of minutes for subsequent distribution to members. Minutes should include:
	+ time, date and location of meeting
	+ members in attendance
	+ apologies received
	+ identity of Chairperson
	+ record of every decision which was supported by majority vote
* Receive and table all incoming correspondence.
* Write and send all outgoing correspondence.
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| Annual activities | As outlined in the constitution (5d), handing over all records and minutes to the incoming Secretary. |

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| Contact for advice | Former secretary |

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| Back-up if unavailable | Other secretary |