

Duties of the Secretary

- Records minutes at the meetings of the Society.
- Types correspondence as requested.
- Provides minutes from the previous meeting for adoption at the next meeting.
- Maintains files at the school, (including minutes and financial statements) for the Society for a minimum of seven (7) years in accordance with the Government regulations. Permission to destroy files must be voted on by the Society.
- Copies of the minutes from the previous meeting will be made available to those in attendance at the next meeting.
- An original copy of the minutes with all attachments and the treasurer's report will be filed in the Society filing cabinet at the school.
- Will keep an accurate list of names and addresses of the Society Officers