



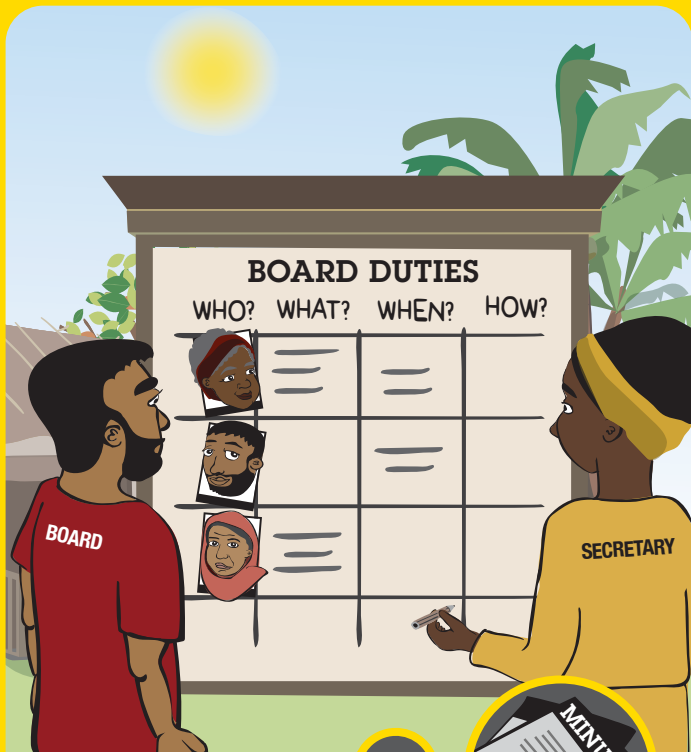
POWER: RECORDS

1



THE SECRETARY

Is elected by the General Assembly to prepare agendas and circulate them prior to meetings.



POWER: RECORDS

2



THE SECRETARY

Is elected to keep track of the board's duties and responsibilities.



POWER: RECORDS

3



THE SECRETARY

Is elected to attend all meetings and ensure that minutes are taken.



POWER: RECORDS

4

THE SECRETARY

Is elected to sign or be present during signing of documents, with the chairperson.



POWER: RECORDS

5

THE SECRETARY

Is elected to arrange and give notice of meetings.



POWER: RECORDS

6



THE SECRETARY

Is elected to organise and maintain the organisation's records.