



## **SECRETARY**

### **Job Description:**

The Secretary shall, but not limited to:

- (i) be responsible for the recording, transcribing and distribution of minutes of all Executive meetings, General Meetings of Members and Rules Committee Meetings and ensure that Association records are regularly and properly kept;
- (ii) the secretary or his or her designate ensure the proper custody of the Association's corporate seal, corporate Minutes and Resolutions and other corporate records and documents;
- (iii) be responsible for keeping the Association's official record book of minutes in order;
- (iv) attend a minimum of 1 OMHA AGM during the term;
- (v) to act as assistant to the President and to assist other Executive members for such correspondence as is deemed necessary.
- (vi) to assist, with other Executive members, at Association events as is required.