

WASA-General Duties

Job Title: Secretary	Date: December 2, 2008
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Position Overview

The secretary will keep all minutes of the association and will conduct the correspondence of the association. The Secretary checks and maintains the credential report for the general membership meeting and gives the report at the beginning of the meeting.

Constitutional Job Functions

- Responsible for all league registrations.
- Preside over all voting of the BOD and at the AGM or special general membership meetings.

Other Job Functions

- Take minutes of all meetings.
- Send meeting minutes to the President prior to one week before the next meeting.
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