

SECRETARY

The Secretary is responsible for the maintenance of a complete and accurate record of the Association's activities.

The Secretary must ensure:

- a) Incorporation documents, By-laws, minutes, policies, reports, and related documents are preserved and made accessible to members where requested and appropriate;
- b) Documentary obligations under the Societies Act are met by the Association;
- c) An electronic archive of Association documents is maintained and made accessible to both Directors and the Sport Administrator.