

AFHB Secretary Role

The Secretary is responsible for:

Recording the minutes of Meetings.

Keeping the Register of Members.

Holding the Society's records, documents and books, except those required for the Treasurer's function.

Receiving and replying to correspondence and general enquiries.

Advising the Registrar of Incorporated Societies of any rule changes.

AGM

The Secretary shall:

Assist with the required notices for the AGM as per the rules of the Society.