



## **SECRETARY**

The Secretary ensures accurate record-keeping and effective communication across the Board and Association. The duties and responsibilities of the Secretary shall include:

- a. Maintain knowledge of SGHA and OWHA Constitutions, policies, and procedures.
- b. Maintain up-to-date contact information for all Directors.
- c. Book venues for all Board and General Meetings.
- d. Distribute meeting notices to all Board Members.
- e. Record and distribute minutes of Board proceedings.
- f. Prepare and distribute AGM notice to all Members.
- g. Accept motions and nominations for the AGM.
- h. Assist with SGHA activities including tryout and sort-out registration.