

## **Responsibilities of members of the Management Committee**

### **SECRETARY**

The Secretary shall:

- i. Serve on the Management Committee;
- ii. Act as a signing officer for the Club;
- iii. Be responsible for communications, as required;
- iv. Prepare and distribute minutes of Management Committee meetings and such general meetings requiring minutes;
- v. Advise Probus Centre-Canada Inc. of the name and address of the current club President and club Secretary following the Annual General Meeting in October;
- vi. Provide advice on policy and procedure;
- vii. Be responsible for receiving the club's mail and disseminating any literature or other materials from Probus Centre-Canada Inc.