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1. GENERAL

Every GOPIO Chapter requires by law and by custom to maintain certain records for several purposes, including:

- accurate recollection of meetings and decisions;
- determination of eligibility to vote;
- continuity of policies and practices; and
- accountability of Chapter officials and members.

The Secretary is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the Chapter's business was conducted. In order to fulfill these responsibilities, and subject to the organization's bylaws, the Secretary records minutes of meetings, ensures their accuracy, and availability, submits various reports to the executive committee, maintains membership records, fulfills any other requirements of the Chapter, and performs other duties as the need arises and/or as defined in the bylaws, policies and procedures.

2. ACCOUNTABILITY

The Secretary is accountable to the Executive Committee and Chapter Members.


3. SPECIFIC DUTIES

3.1 Minutes

The Secretary is responsible for ensuring that accurate minutes of meetings are taken and approved. Requirements of minutes may vary with the jurisdiction but should include at a minimum:

- date, time, location of meeting;
- list of those present and absent;
- list of items discussed;
- list of action items;
- list of reports presented;
- text of motions presented and description of their disposition.

The Secretary signs a copy of the final, approved minutes and ensures that this copy is maintained in the Chapter records.

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3.2 Custodian of records

The Secretary ensures that the records of the organization are maintained as required by law and made available when required by authorized persons. These records may include membership records, lists of members, committee meeting minutes, financial reports, and other official records.

3.3 Membership Records

The Secretary ensures that Chapter Membership Records (G/FRM/306) are properly maintained. He/She ensures that these records are available when required for reports, elections, referenda, other votes, etc. The Chapter Membership Records (G/FRM/306) shall not be accessible to third (outside) party as these records will be confidential records. A copy of the chapter membership records shall be maintained by Assistant/Joint Secretary (historian) as well.

3.4 By-laws, Policies & Procedures

The Secretary ensures that up-to-date copies of by-laws, procedures, policies & forms are available at all meetings.

3.5 Communication


The Secretary ensures that proper notification is given to the executive committee and members for all meetings. The Secretary also organize venue and prepare agenda for the meeting. The Secretary manages the general correspondence of the Chapter except for such correspondence assigned to others.

3.6 Meetings

The Secretary participates in all Chapter meetings including Annual General Meeting. The Secretary distributes copy of the agenda as appropriate. The Secretary records meeting minutes as described above. In the absence of the Secretary, Assistant/Joint Secretary will minute all proceedings.

3.7 Signing Officer

The Secretary may be designated by the Executive Committee and/or By-laws as one of the signing officers for certain documents. In this capacity, the Secretary may be authorized to sign cheques, correspondence, applications, reports, contracts or other documents on behalf of the Chapter.

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3.8 Miscellaneous

- In the end of Secretary's term, all records shall be smoothly handed over to the newly appointed executive committee.
- **The Assistant/Joint Secretary will assist the Secretary and share the workload of the Secretary with mutual understanding. Assistant/Joint Secretary will fill the gap, when the Secretary is absent.**