

## **Secretary**

The secretary of the association must, as soon as practicable after being appointed as secretary, lodge notice with the association of his or her address.

(1) It is the duty of the secretary to keep minutes (whether in written or electronic form) of:

(a) all appointments of office-bearers and members of the committee, and

(b) the names of members of the committee present at a committee meeting or a general meeting, and

(c) All proceedings at committee meetings and general meetings.

(2) Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

(3) The signature of the chairperson may be transmitted by electronic means for the purposes of subclause