



DUTIES OF THE SECRETARY

The duties of the Secretary shall include:

Being Public Officer of the Association.

Recording of full and correct minutes of the resolutions and proceedings of each general meeting and each Committee meeting together with a record of the names of persons present at meetings.

Correspondence

Distributing copies of the minutes of the previous Committee meeting at least five days prior to the next Committee meeting.

Giving notice of all Committee and general meetings by means determined from time to time by the Committee to persons entitled to receive such notice.

In conjunction with the President, the setting of agendas of Committee meetings.

Preparing drafts of an Annual Report for consideration by the Committee and after approval by the Committee forwarding one copy to each member.

Except as otherwise provided in these rules the Secretary shall keep custody or control of all non-financial books, documents and securities of the Association.

The management and allocation of an honorarium to perform the effective running of the Association.

(Taken directly from BBA Statement of Purpose Section 35)



TO: Secretary - Bendigo Baseball Association

From:

Subject: Nominations for the following Association Vacancies for Season 2016

I hereby nominate for the following BBA committee positions for season 2016;-

1.

Nominated by:

Signature:

Date:

I hereby accept nomination of the above position.

Nominee :





Signature:

Date:

