# **Role of the Secretary**

* Ensure meetings are effectively organized and proper agenda
* Record Minutes are taken during the meetings and provide to the Board
* Record Minutes for Special Meetings, AGM’s and any other Member meetings and provide to the members when requested.
* Maintain effective Records of the Association business

# **Role of the Treasurer**

* Ensure that effective financial measures, controls and procedures are in place
* Ensure financial records are accurate and kept up to date
* Ensure bank is reconciled regularly
* Ensure Revenue and expense is recorded in the books
* Provide updated financial statements to the Board when requested (preferably at quarterly meetings)
* Consult with Board for Annual Budget Preparation.