

1.11 DUTIES OF THE LOCAL SECRETARY

The Local Secretary shall:

- i. remind, in consultation with the Local President, Local Executive members regarding agenda items for meetings, deadlines for reports, information regarding action items, and details for Meeting Minutes;
- ii. compile and distribute, in consultation with the Local President, the meeting package (proposed Agenda, draft Minutes, draft Reports, and other supporting documents) in advance of Local Executive and General Meetings;
- iii. record and maintain, in consultation with the Local President, the Meeting Minutes for the Local Executive, General, and Special meetings;
- iv. coordinate taking attendance at Local Executive, General, and Special meetings and attach the attendance record as well as action items to Meeting Minutes;
- v. circulate draft Local Executive Meeting Minutes and action items to Local Executive members in a timely fashion;
- vi. circulate draft General Meeting Minutes to Local members via the Local President in a timely fashion;
- vii. keep all official records of the Local including the Local Constitution and Local Operational Procedures and ensure that appropriate revisions are processed in a timely fashion;
- viii. maintain a current list of names and contact information for Local Executive members (and Regional Provincial Executive members for Halifax County) and provide to the Local Executive by the beginning of the school year or in a timely manner following a by-election;
- x. arrange for refreshments at Local Executive Meetings; and,
- xi. assist, in consultation with the Local President, identifying schools not represented at Local General and Special Meetings and send information packets to those schools as necessary.