

## Job Description of the Secretary

### SECRETARIAL DUTIES

- a. Minutes of the Executive meetings are to be distributed at least two weeks prior to the next meeting.
- b. All year-end Committee reports are to be typed and sent to the Secretary one week prior to the AGM (June).
- c. Policy motions shall be identified as such and the Secretary or the President will add them to this manual.
- d. Two current copies of the Constitution and Policy Manual are to be maintained in each school and copies provided to individual members upon request only.
- e. A record of attendance will be kept at Executive meetings.
- 4f. Whenever a letter concerning HGTA business is sent, the President is to receive a copy to be placed on file, except for strictly business matters conducted by the Treasurer.
- g. BCTF press releases are to be placed in the correspondence file and made available to anyone interested.
- h. Letters of congratulations are to be sent to incoming trustees and letters of appreciation are to be sent to outgoing trustees from the HGTA.