

**SECRETARY**

# SECRETARY (THE LIVE WIRE )

## DUTIES

- Keeps membership records.
- Records attendance at meetings.
- Sends out notices of MEETINGS of the **Management Board** and **Annual General Body**.
- Makes the required reports including the **Monthly Activity Report** to **ExNoRa** Innovators International, **ExNoRa** Innovators National, **ExNoRa** Innovators State, **ExNoRa** Innovators District, **ExNoRa** Times and **ExNoRa** Photo News.
- Acts as Custodian of all the **ExNoRa** records and properties.
- He /she must safe keep copies of circulars, bulletins, photos, video DVDs

The working relationship  
between the **PRESIDENT** &  
**SECRETARY** is the key to  
the success of the **ExNoRa**.  
Respect and cooperation  
between them is essential.