

# Secretary

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- Keep a written record of all proceedings of meetings, record them in a minute binder and prepare copies for members on request.
- Keep an accurate record of attendance and inform the Council when any member has missed more than three (3) consecutive meetings without official regrets.
- Maintain copies of both minutes of previous meetings and attendance lists in a designated binder. It is also the Secretary's duty to ensure that the binder is kept in a Staff Advisor's office.
- Give a copy of all minutes of all meetings to the Staff Advisor(s) two (2) school days following the meeting.
- Keep a record of all correspondence received.
- Keep a record, and a copy, of all correspondence created by and sent from the Council.
- Maintain records in a timely, orderly, and business-like manner.
- Conduct him/herself at all times in a manner that reflects credit upon the Student Council and upon Emily Carr Secondary School.
- Have email address for communication purposes, except under extenuating circumstances, and check email at least once per week or at specified times in order to keep informed.