

## **2 Vice- President**

- a) In the absence of the President, the Vice-President shall preside at the meeting of the Society and of the Board of Directors and shall perform such duties as ordinarily pertaining to his office.
- b) The vice-president will have the signing authority in the absence of the President.

## **3 Secretary**

- a) The Secretary shall keep adequate minutes of the proceedings of the general and special meeting and also those of the Board of Directors Meetings.
- b) Give copies of the minutes of such meetings to the Advisors and Directors prior to the next scheduled meeting.
- c) Process the membership applications through the board and maintain a separate register.
- d) The secretary shall receive and keep all correspondence addressed to the Society or from any member of the Society who submit him any such correspondence. The correspondence and record of the Society shall be available to the members on request.
- e) The secretary have charge of the seals of the Society, secretarial records and general archives.
- f) Prepare annual report, and submit to the Board of Directors for approval.

## **4. Assistant Secretary**

Shall carry out the duties of Secretary in his absence and assist the Secretary whenever required.

## **5. Treasurer**

- a) The Treasurer shall have charge of all deeds, contracts, bonds, certificates, securities, titles and non - expendable items belonging to the Society. He/she shall keep proper accounting records, including books of accounts, receive all moneys and shall issue and sign for the receipts.
- b) The Treasurer with either the president or the Secretary shall be the signatories for the purpose of withdrawing the funds from the bank or for effecting approved payments. The Treasurer shall present to the Board of Directors at its regular meeting a statement of income and expenses, render vouchers for audit when instructed to do so.
- c) The Treasurer shall collect all donations and submit the full details to the Board with the names of the donors, keep track of records of every asset and liability of the Society and every other transactions of the Society
- d) The Treasurer shall deposit all sums of money received by him/ her into the bank account with a bank approved by the Board of Directors, within three (3) working days and shall not spend any money on anything except on items falling within the aims and objectives of the Society and within the approved limits.
- e) All payments shall receive prior approval of the Board of Directors. However for all expenses of less than (\$100) hundred dollars per month, the Treasurer is empowered to sign the cheques for petty purchases.