



Secretary Position Description

ROLE

The Secretary of the Residents Forum will record the minutes of Residents Forum meetings and maintain lists of Delegates and members of Residents Forum committees. The Secretary will maintain the file of meeting minutes and carry out other appropriate duties, such as preparing PowerPoint presentations. Subject to provisions within these Bylaws, the Secretary will credential Delegates to the Residents Forum meeting. The Secretary will be responsible for directing the activities of the Residents Forum Credentials Committee.

Travel commitment: 11 days