

Duties of Office-Bearers

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- (1) The general duties of all C&S office-bearers are to—
 - (a) attend executive meetings and general meetings; and
 - (b) evaluate and process grant applications and reports, as prescribed in the C&S Grants Regulations; and
 - (c) evaluate and process annual club reaffiliation packs, as prescribed in the C&S Affiliation Regulations; and
 - (d) staff the C&S space for at least 2 hours per week, excluding Executive meetings; and
 - (e) assist with MSA and C&S Orientation activities; and
 - (f) support the governance of clubs as appropriate; and
 - (g) actively participate in Handover with their respective C&S Executive-elect counterpart; and
 - (h) fulfill the specific duties of their office under subclause (2); and
 - (i) perform any other duties, as the Executive may resolve.
- (2) In addition to their general duties—
 - ...
 - (c) the duties of the Secretary are to—
 - (i) prepare agendas and minutes, and give notice as prescribed, for general meetings and executive meetings; and
 - (ii) act as Returning Officer for C&S elections, as appropriate; and
 - (iii) ensure that inwards and outwards correspondence for C&S and the Executive is handled correctly and in a timely manner; and
 - (iv) ensure that clubs are informed of relevant issues discussed, and resolutions made, by the Executive, in a timely manner; and
 - (v) submit an annual report to the AGM; and
 - ...
 - (e) the duties of each General Representative are to assist other members of the Executive as required.