

DISABLED PEOPLES' INTERNATIONAL NORTH AMERICA AND THE CARIBBEAN INC.
ROLE OF SECRETARY
BY-LAW 18

18. SECRETARY

18.1. The Secretary shall:

- 18.1.1. record or ensure the recording of the minutes of all meetings of the Regional Council and the Board
- 18.1.2. ensure the preservation of proper and up-to-date records of membership, correspondences and materials at the Office of the Company
- 18.1.3. in conjunction with the Executive Director, assist the President in the preparation of agendas for all meetings
- 18.1.4. report on personnel matters to the Board and act as a focal point for staff grievances
- 18.1.5. substitute as a signatory with the Treasurer for all financial matters in the absence of the President