

## **BY-LAW 4**

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#### **DUTIES OF A SUB-BRANCH SECRETARY**

1. The Sub-branch Secretary should attend all meetings and must;
  - a. record or cause to be recorded accurate minutes of the proceedings of meetings;
  - b. When required/requested, furnish the State Secretary or his representative with information from the Sub-branch records.
  - c. prepare and sign all notices and other documents required by the rules of the Branch or by the by-laws and directions of the Sub-branch;
  - d. give up to the president or to the Sub-branch Committee, or to any authorised committee, when requested so to do, all documents, monies, property belonging to the Sub-branch, and upon the Sub-branch becoming defunct give up to the State Secretary or his representative to hold on behalf of veterans' interests in the district, all documents, monies, property in his possession that belongs to the late Sub-branch, and, deliver such documents, monies and property within twenty-four hours of receiving a notice to do so;
  - e. prepare all returns and Statements required by the Branch and forward same to the State Secretary forthwith;
  - f. at the commencement of each Sub-branch meeting draw the chairperson's attention to the presence of any person not entitled to be present and advise him of the requirement of a quorum;
  - g. under the direction of the president or the Sub-branch Committee, conduct or cause to be conducted all correspondence of the Sub-branch;
  - h. be a signatory to cheques, or electronic funds transfer documents, drawn upon the accounts of the Sub-branch; and
  - i. Perform such other lawful duties as the Sub-branch Committee may from time to time direct.