

Role of the Secretary

The Board is currently reviewing the role of the secretary and looking at different ways to manage/share the workload. If you are interested in supporting the secretarial and communications processes of the association in any way, please contact Garry at Presidentcbv@gmail.com

As per the Bylaws, Art. 19.- OF THE BOARD OF DIRECTORS.

The Secretary

The Secretary is the custodian of all the files of (CBV) and is responsible for the other obligations set forth in this document, including the annual report or when requested by the Board of Directors or the President.

Art. 44 The Secretary shall be responsible for registering and keeping the minutes of the meetings of the Board of Directors and keeping the records of the significant deliberations of the members. The Secretary must present the minutes of the last meeting of the Board of Directors at the next subsequent meeting and must correct any errors that may appear in them. The minutes of all meetings must be ready within 3 days of the meeting. These minutes and records of the deliberations shall be kept as permanent files.

- Board meetings
 - Creates agenda (approved by president)
 - Takes minutes
 - Publishes approved minutes for members
- For General Assemblies:
 - With the Board creates the agenda
 - Publishes the Call for the Assembly
 - Writes and collates submissions from Committees, Board members for the Annual Report
 - Creates online Registration Form
 - Creates online Proxy Forms
 - Creates online ballots
 - Publishes the Minutes (ACTA) for members
 - Provides signed copies of ACTA for submission to MIDUVI
- Reviews and updates Internal Rules
- Reviews and proposes updates to the Bylaws