

ARTICLE 5: DUTIES OF OFFICE BEARERS

- (a) **Chairman** – The Chairman shall, unless prevented by illness or other sufficient cause, preside over all meetings of the Executive committee and at all general meetings. He shall represent the views of the Association to partners and society.
- (b) **Vice- Chairman** – The Vice– Chairman shall perform any duties of the Chairman in his absence.
- (c) **Secretary** – The Secretary shall deal with all the correspondences of the Association under the general supervision of the Executive Committee. In cases of urgent matters where the Executive committee cannot be consulted, he shall consult the Chairman or if he is not available, the ViceChairman. The decisions reached shall be subject to ratification or otherwise at the next Executive Committee meeting. He shall issue notices convening all meetings of the Executive Committee

and all general meetings of the Association and shall be responsible for keeping minutes of all such meetings and for the preservation of all records of proceedings of the Association and of the Executive Committee.

- (d) **Assistant Secretary** – In the absence of the Secretary, the Assistant Secretary shall perform all the duties of the Secretary and such other duties as shall be assigned to him by the Secretary or Executive Committee whether the Secretary is present or not.
- (e) **Treasurer-** The treasurer shall receive and shall also disburse, under the direction of the Executive Committee, all monies belonging to the Association and shall issue receipts for all monies received by him and preserve vouchers for all monies paid by him. The Treasurer is responsible to the Executive Committee and to the members that proper books of accounts of all moneys received and paid by the Association are written up, preserved and available for inspection.
- (f) **Assistant Treasurer-** The Assistant Treasurer shall perform such duties as may be specifically assigned to him by the Treasurer or by the Executive Committee and in the absence of the Treasurer, shall perform the duties of the Treasurer.