

The Secretary shall:

- (i) Participate as a member of the Executive;
- (ii) Organize and co-ordinate all General, Board and Executive meetings of Storm including the booking of appropriate meeting facilities;
- (iii) With the assistance of the Director Communications, inform the membership of the date, time and place of the Annual General Meeting and of any Special General Meeting, and of any motions on the agenda at such meetings requiring advance notice;
- (iv) Record minutes of all General, Board and Executive meetings of Storm, and distribute minutes to relevant parties, within one month of the meeting;
- (v) Maintain a record in chronological order of all formal correspondence and minutes of all General, Board and Executive meetings of Storm; and
- (vi) Be responsible for the maintenance of Storm Soccer Club's registration with the Nova Scotia Registry of Joint Stocks.