

THE CONSERVANCY SECRETARY

The Roles and Duties

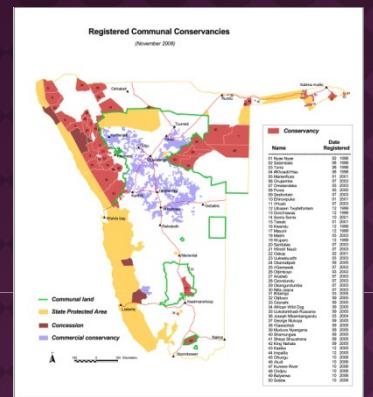


WHO IS A SECRETARY?

A conservancy person elected or employed , based on a criteria, by the conservancy for the purpose of ensuring that conservancy communication and information is well managed and maintained.

Common Criteria Used:

- Someone who can read and write.
- Neat in outlook.
- Can learn new technologies with ease



WHAT ARE THE ROLES AND DUTIES OF A SECRETARY?

- Prepare conservancy meetings agenda with conservancy Chairperson (collect agenda items and compile)
- Issue notices concerning all meetings and activities of the Conservancy.
- Take minutes at every conservancy meeting.
- Prepare and keep copies of any conservancy correspondence in files.
- Maintain the conservancy filing system for all conservancy documents.
- Maintain other conservancy records, important documents or reports (e.g. constitutions, plans registration. Etc)
- Responsible for conservancy publicity in the absence of a Publicity Officer



WHAT IS THE IMPORTANCE OF KEEPING CONSERVANCY RECORDS?

- To serve as conservancy memory and conservancy document bank .
- Ensure that decisions made at meetings are implemented and not forgotten.
- A reminder of previous conservancy transactions and agreements.
- In case of conservancy being sued, the documents are important as evidence of all discussions and agreements entered.

