DISABLED PEOPLES' INTERNATIONAL NORTH AMERICA AND THE CARIBBEAN, INC.
SECRETARY
AMENDED BY-LAW 18

18. SECRETARY

18.1 The Secretary shall:

18.1.1 record or ensure the recording of the minutes of all meetings of the Regional Council and the Board

18.1.2 ensure the preservation of proper and up-to-date records of membership, correspondences and materials at the Office of the Company

18.1.3 in conjunction with the Executive Director, assist the President in the preparation of agendas for all meetings

18.1.4 report on personnel matters to the Board and act as a focal point for staff grievances

18.1.5 substitute as a signatory with the Treasurer for all financial matters in the absence of the President