

Personnel Selection Officer Association Terms of Reference

Secretary

1. Attend all meetings of the Association and of the Executive Committee and keep minutes of the transactions of those meetings.
2. Maintain a current list of members and their addresses.
3. At the direction of the Executive Committee, conduct the correspondence of the Association.
4. Extend the Association's sentiments in the most appropriate form to a member or a member's spouse in the event of serious illness or death, birth, promotion or other significant personal or professional event.

