

LGPA Executive Committee – General Duties Statement

President

- Chairs General and AGM Meetings
- Represents the Association at functions, forums and external meetings, and by delegation
- Signing of correspondence, membership confirmations and other matters
- Maintains a professional representation of the association

Vice President

- Provides a supporting role to the president and represents the association in the absence of the president
- Contributes to the activities of the committee

Secretary

- Collection of postage on a weekly basis
- Responds to correspondence
- Prepares agenda and records minutes of meetings
- Maintains a minute book and filing
- Updates a membership register
- Issues notices and arranges mail outs

Treasurer

- Maintains bank records and accounts
- Payment of bills
- Preparations of quarterly account balances
- Mail out of yearly subscriptions
- Update of membership register in conjunction with the Secretary
- Preparation of the AGM report

Committee Member

- Attendance at all general meetings
- Contributes to the agenda and activities of the committee
- Support to the Secretary to arrange functions and activities

Sub-committee Member

- Is convened to responds to issue-specific matters on behalf of the LGPA