

ROLES OF THE P&F EXECUTIVE

PRESIDENT

The duties of the President of the P&F Association include:

- arrange with the Secretary for the meeting of the Association;
- preside at meetings of the Association;
- see that all resolutions of the Association are carried out;
- draw up the Annual Report prior to the Annual General Meeting;
- attend to correspondence in conjunction with the Secretary, unless otherwise determined by the Association.

SECRETARY

The duties of the Secretary of the P&F Association include:

- notify all members of the meetings of the Association;
- keep accurate minutes of all meetings;
- receive and, in conjunction with the President, attend to all correspondence unless otherwise determined by the Association.
- keep the P&F Facebook page up to date

TREASURER

The duties of the Treasurer of the P&F Association include:

- ensure receipts are banked in accordance with clause 14 hereof;
- ensure payments are made in accordance with clauses 14 and 15 hereof;
- keep a proper set of accounting records that comply with the requirements of the Auditor;
- provide at each meeting of the P&F Association a statement of receipts and payments as well as a statement of funds on hand.

VICE-PRESIDENT

The duties of the Vice-President of the P&F Association include:

- assist the President in carrying out their duties;
- undertake the duties of the President as defined in this Constitution at any time when the President is unable to act.