THE CONSERVANCY SECRETARY

The Roles and Duties

WHOSE IS A SECRETARY?
A conservancy person elected or employed, based on 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 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.

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.