

PRESIDENT

Responsibilities of this position include:

- Preside at all meetings
- Overall supervision and administration of the Friends
- Ensure all policies and actions approved by the Membership are properly implemented
- Be a representative of the Friends in the community
- Prepare and present an annual report to the membership

VICE-PRESIDENT

Responsibilities of this position include:

- Carries out the duties of the President when absent
- Other duties as assigned by the President
- Be a representative of the Friends in the community

SECRETARY

Responsibilities of this position include:

- Prior notice of meetings
- Preparation and circulation of all correspondence
- Recording, preparation and circulation of the Minutes of all meetings
- Presentation of the Minutes at meetings
- Maintain a copy of all records e.g. Constitution, Membership list, ad hoc committees, reports etc.
- Be a representative of the Friends in the community

TREASURER

- Duties of the Treasurer are currently being administered by the Municipality with input from the CEO (2006)