

**Aide Memoire
for
The Secretary of the EEA**

The specific duties of Secretary are as follows:

1. Preserve the Files of the Society and the Minutes of all the meetings of the Assembly, Council and Executive Committee, providing all Officers and members of the Committees with all necessary information and acting as executor of what is asked for by the President.
2. Maintain correspondence among Officers, Council, Editors, and Fellows.
3. Organize all the nominations and elections of Officers and Council.
4. Arrange the meetings of the Executive Committee, Council and Assembly. Co-operate with the President in preparing, the agenda and supporting memoranda, and take minutes.
5. Prepare an annual report to be presented to the Executive Committee meeting in April / May for the previous year and an update to be presented at the Executive Committee and Council meetings held during the EEA annual congress in August. The report is subsequently posted on the Society's website and published in *JEEA*.
6. Analyse the legal impact to the Society's well-being of any new contract and refer these opinions to the President and to the Executive Committee before any such contract is signed.
7. Work closely with the Treasurer in ensuring that the Treasury is informed of all billings and payments made from the bank account accessible by the Secretariat.
8. Ensure that all legal and tax regulations of the host country are being complied with.