

8. SOME SECRETARIAT TASKS

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- Liaison with board members, government, public
- Organize board meetings
- Prepare board documents
- Recording and archiving minutes/decisions
- Signatures, posting ... distribute decisions
- Enter name decisions into records
- Answer enquiries
- Develop forms and info sheets for proposals
- Provide support for Board appointments
- Take responsibility for Board budget
- Provide leadership in activities associated with the Board ... workshops, gazetteers ...
- Be aware of international activities



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