

13) DUTIES AND POWERS OF OFFICE BEARERS MANAGING COMMITTEE

a) CHAIRMAN: - He will preside over all the meetings of Association and exercise powers of administration, supervision, and management of the Association.

b) VICE-CHAIRMAN:- He will preside over all the meetings of the Managing Committee in the absence of the Chairman and will exercise control over the funds, power of administration, supervision and the management of the Association. He will also assist the secretary and treasurer in all the matters. In absence of the secretary, the Vice-Chairman will act as a secretary.

c) SECRETARY: i) He shall look after the affairs of the Association under the direction of the Managing Committee shall convene whenever necessary meeting of the Association.

ii) He shall keep or cause to be kept proper minutes of the proceeding of the General Body Meeting of the Association and he will do everything necessary to give effect to the resolution caused by the General Body Meeting of the Association and also to those caused by the Managing Committee of the Association.

iii) He shall supervise the working and the management of the Association and carry on all correspondence and keep or caused to be kept proper records and prepare or caused to be prepared and place before the Managing Committee and General Body Meeting, such material and information as may be necessary or as may be required by the Managing Committee.

iv) He shall keep and caused to be kept all records of the Association, including an upto-date register of Members and Eligible Members

v) It shall be his duty to have the annual statement of accounts prepared and get audited in time.

vi) In all legal matters the Association will be represented by the Secretary.

d) TREASURER

i) All money of funds/deposits belonging to the Association will be dealt with by the Treasurer who shall pass necessary receipts and maintain proper books of account and shall deposit the amount with the bankers, approved by the Managing Committee within Seven days from the date of receipt.

ii) The Treasurer shall maintain the necessary records of payments and receipts of the Association

iii) He shall prepare budget and final accounts with the help of Secretary under the directions of the Vice-Chairman for presentation to the Managing Committee and in the Annual General Meeting.

iv) The Treasure shall be empowered to hold maximum amount of the **Rs. 10,000/- (Rupees Ten Thousand)** in cash for meeting recurring expenses.