**POSITION STATEMENT FOR THE ASSOCIATION COMMITTEE FOR SA AREA**

**MEMBER**

Keep the Secretary informed of any changes to your contact details.

Attend all Association Committee meetings to share experience and use our skills.

Undertake duties as directed by the President to assist in managing the affairs of the Association.

Provide assistance as required to other members of the Association Committee in fulfilling their obligations.

Organise all files generated each year and save on a USB. At the start of each year arrange with the Association Secretary for them to be transferred to the Office Computer for storage.

September 2016