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annual meetings; responsible for handling  
; collaborate with the

year.

Assist the President of the General Assembly with the daily operations of the Chapter as required.

Responsible for documentary such as recording meeting minutes, sending notices, proposal drafting and keep track of all the scheduling of the Chapter.



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Oversee the decision making process of the Chapter, ensure all Chapter members comply with s policies and regulations; audit the financial reports with advices to the Executive Committee.

Assist the President of the Fiscal Council with the daily operations of the Chapter as required.