

The first part of the document
 discusses the importance of
 maintaining accurate records
 and the role of the
 committee in this regard.



The second part of the document
 outlines the procedures for
 the annual meeting and the
 election of officers.

It is the responsibility of the
 secretary to ensure that
 all members are notified of
 the meeting.

The committee will be
 responsible for the
 preparation of the report.

The committee will also be
 responsible for the
 preparation of the budget
 and the financial statements.
 The committee will be
 responsible for the
 preparation of the minutes
 of the meeting.

The committee will be
 responsible for the
 preparation of the
 annual report.

The committee will be
 responsible for the
 preparation of the
 annual report.

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 responsible for the
 preparation of the
 annual report.