

BY-LAW 6: Vice-President

- (A) It shall be the duty of the Vice-President:
 - (1) to participate in the District Employee Management Committee.
 - (2) to perform other duties as requested by the President.
 - (3) to perform the duties of the District President in his/her absence.

BY-LAW 7: Secretary

- (A) It shall be the duty of the Secretary:
 - (1) to record all minutes of DEC, and General Meetings;
 - (2) to receive and to keep the correspondence, and to answer as subject to direction by Executive Council or a General Meeting;
 - (3) to keep all non-financial records;
 - (4) to forward as directed by the DEC or a General Meeting representations, recommendations, and resolutions to the Provincial Office;
 - (5) to receive and keep the records of all District Committees at the District Office;
 - (6) to distribute the appropriate minutes which indicate those members who are absent to Executive at least two (2) weeks in advance of the next regular meeting;
 - (7) to distribute, at least one (1) week prior to and not more than one (1) month in advance of the next regularly scheduled General Meeting, the minutes of the General Meetings for which the minutes have not been read and confirmed;
 - (8) to keep a permanent record of the names of the membership of the District Executive Council, and District Committees, especially for the presentation of service pins.

BY-LAW 10: *District Educational Services*

(A) The Chairperson shall:

- (1) be a member of the DEC;
- (2) represent the District on the Professional Development Advisory Committee and the Professional Development Day Planning Committee and act as the District's rep. in dealing with other affiliates in PD matters;
- (3) call ES meetings on a regular basis.

BY-LAW 14: *District Human Rights Officer*

(A) It shall be the duty of the Human Rights Officer:

- (1) to assist the Provincial Office in human rights initiatives;
- (2) to coordinate the human rights activities of the District;
- (3) to advise the DEC on human rights.

BY-LAW 15: *District Status of Women Officer*

(A) It shall be the duty of the Status of Women Officer:

- (1) to assist the Provincial Office in Status of Women initiatives;
- (2) to coordinate District activities involving women's issues;
- (3) to advise the Executive on women's issues.