



1. The **Deputy Chairperson (Secretary of Council)** shall:
 - a. Serve a term of office from the first of May to the thirtieth day of the following April;
 - b. Maintain and distribute minutes for all meetings of Council and the MASU;
 - c. Assume the duties of the Chairperson in the event of the absence or incapacity of the Chair;
 - d. Aid the Chairperson in the preparation and distribution of the agenda and related documents for all Council meetings;
 - e. Keep accurate records of attendance at Council meetings and enforce the MASU
 - f. Bylaws pertaining to attendance;
 - g. Perform other duties as assigned by the Chairperson and Council;
 - h. Attend the annual MASU Jobs Fair;
 - i. Attend the annual MASU Training Day in the winter semester;
 - j. Not be an Officer of the Students' Administrative Council, as defined in Paragraph 12 of the General By-Laws;
 - k. There is an honorarium with this position; and,
 - l. A final report is required to be submitted to the Human Resources Manager.