

THE SECRETARY-GENERAL

- i. The Secretariat of the ACI shall be controlled by the Secretary-General to whom all correspondence should be addressed and who shall be responsible for and sign all the current correspondence of the ACI. The duties of the Secretary-General shall be to ensure the execution of the decisions made by the Council; to examine all new questions for submissions to the Council and to ensure the co-ordination of representations to be made to the Government on behalf of the Members of the ACI. He shall duly notify Members of their election and collect all dues from Members and others. He shall draw up accurate minutes of all meetings of the ACI and of the Council and, if so required, of the other Committee.
- ii. He shall bank all receipts and prepare for the signature of the persons delegated for this duty all cheques drawn for payment of expenses. He shall keep upto date accounts of the ACI and submit the accounts for the past year to the Council and prepare the budget for the following year. He shall also perform such other duties as may from time to time be determined by the Council.

The Council may from time to time by resolution appoint a person to officiate as the Secretary General and any person be appointed shall for the purposes of these Rules and of the Act so during the term of his appointment, be the Secretary.