

THE SECRETARIAT OF THE GFD

Article 13 of the GFD Constitution sets out the establishment of the Secretariat as follows:

ARTICLE 13: THE SECRETARIAT

13.1 There is established by this Constitution a Secretariat which shall be accessible to all members.

13.2 There shall be an Executive Director of the Secretariat who shall be appointed by the Executive Board and then approved by the National Executive Council, and he/she shall perform the following functions:

(a) Shall be responsible for the strategic development, management and implementation of the activities and policy decisions of the Delegates Assembly, National Executive Council and Executive Board

(b) Keep minutes of all meetings.

(c) Shall conduct general correspondence of the GFD and keep necessary records.

(d) Carry out the supervision of the day to day activities of the Secretariat.

(f) Prepare reports of the GFD in consultation with the President.

(g) The Executive Board shall in consultation with the Executive Director, appoint senior management staff as and when necessary.

(g) Shall be co-signatory to the GFD's Accounts.

(h) Undertake such other functions as required by the organisation.

13.3 Other Staff: The Executive Director shall appoint other administrative staff as and when necessary.