**SOP FOR JOINT SEC**

**Dr.Ramesh Bhat**

* Shall actively involved in affairs of the association.
* Will coordinate with President, Sec and Treaurer.
* Will be in charge of Committees as appointed by the President.
* Will take charge as in charge secretary whenever the situation demand(Illness, Resignation, Suspension)
* Shall actively be involved in all the meetings. EC, AGBM etc
* Will write the minutes of the meeting and will help the secretary in discharging his duties.
* Should be ready to work for the association during his/her tenure.