**SLC Secretary**

The following are the SLC Secretary’s description and responsibilities:

The SLC Secretary should be someone who:

1. Is extremely responsible.
2. Is sociable
3. Is co-operative
4. should be very committed to the duty

SLC Secretary is to:

1. Take the attendance at every SLC meeting
2. Provide brief information to the SLC Communication Officer to be included in the News Flash, emails, Week at a Glance, etc.
3. Keep track of SLC and Non-SLC events to evade their overlapping
4. Be aware of important dates and events and co-ordinate announcement campaign with the SLC Communication Officer
5. Provide feedback to the SLC