Recording Secretary Report
CUPE Local 3906
Submitted by: Zeeshan Ul Haq, Recording Secretary
Reporting period: Since the last General Membership Meeting

Secretarial Duties

Since the last General Membership Meeting, I have continued to carry out the core responsibilities of the Recording Secretary position. I scheduled and coordinated the Executive Committee meetings and the General Membership Meeting held during this period. This included confirming dates and times with members of the Executive and sharing meeting details in advance.

I attended all Executive Committee meetings and the General Membership Meeting held during this period. For each meeting, I prepared the agenda ahead of time in consultation with the Executive. I also recorded the proceedings and prepared the minutes, including all motions, movers, seconders, and outcomes. The minutes for these meetings are available for review and approval.

Respectfully submitted,
Zeeshan Ul Haq
Recording Secretary, CUPE Local 3906