

## **The Secretariat**

CHAG shall have a Secretariat, which shall be provided by the Board and approved by the Constituent Assembly. The Secretariat shall have staff that will be responsible for carrying out the roles and responsibilities of the secretariat.

### Functions

The Secretariat shall have the following roles and responsibilities:

- To ensure that the vision, mission and core values form the basis for all CHAG activities.
- To ensure that the objectives of CHAG are achieved.
- To provide technical and administrative support to CHAG member institutions.
- To represent CHAG at national and international fora.
- To advocate, lobby and lead negotiations with government and other stakeholders.
- To mobilise resources for CHAG's activities.
- To keep members and all organs informed of the activities of CHAG.
- To cause minute books to be kept.
- To monitor adherence to membership criteria

The Executive Director shall be the Chief Executive of CHAG and be responsible to the Board of Directors.