

## **Powers and Duties of the Officers/Employees**

### **Member Secretary**

- The Member Secretary is the executive authority of the NBA and has all powers needed for the administration of NBA and is also responsible for the proper administration and control over funds of the NBA.
- The Member Secretary, subject to the provisions of the Rules and the Bye-Laws and decisions of the Executive Committee, exercises the general supervision and disciplinary control over the officers and the staff of the NBA and prescribe their duties and functions.
- The Member Secretary co-ordinates and exercises academic leadership and administrative supervision of all the activities of the NBA.
- The Member Secretary acts as the Secretary of the Society. For the purpose of the Societies Regulation Act, the Secretary shall be considered as the Principal Secretary of the Society.