

## **Duties of Land Survey Council's designations**

### **Secretary**

All administrative activities of the Land Survey Council, financial control, participation in council meetings and keeping records of its decisions, Registration of surveyors, assisting the council in issuing annual practicing licenses, Overall supervising the office of the council, etc. (Detailed below)

1. Overall Supervision of the daily duties of the Land Survey Council.
2. Preparing the reports of the Land Survey Council.
3. Preparation of minutes and meeting agendas and distribution among members of the LSC.
4. Maintenance of record books.
5. Acting as custodian of the official seal of the Land Survey Council
6. To maintain official records of documents to be affixed to the seal of the LSC.
7. Implementation of terms and decisions of Land Survey Council.
8. Implementation of the functions prescribed by the Survey Act.
9. Preparation of annual administrative report.
10. Preparation of annual financial report.
11. Maintenance of funds of Land Survey Council.
12. Maintaining the disciplinary of the staff of the Land Survey Council And Supervised them.
13. To maintain the reliability of the information and records of the Land Survey Council.
14. To perform the duties of the Land Survey Council in relation to court proceedings.
15. Proceedings under Freedom of Information Act.
16. Performing other duties assigned by the Land Survey Council.