

## **Proposal of Bermuda Chess Federation**

The duties and responsibilities of a FIDE Commission Secretary need to be better defined. They should include

Organisation of meetings

Preparation of agendas

Taking, writing up and distribution of minutes

Updating of regulations in FIDE Handbook, with documentation of changes

All of these will of course be done in conjunction with the Commission Chairman

Each Commission should also nominate a Treasurer, who may be the Chairman or the Secretary. It should not be necessary to produce formal accounts, but members should be provided each year with summaries, on an ongoing basis, of the Commission's budget as it is requested, allocated and disbursed.