



CHAPTER OFFICER POSITION DESCRIPTION

Secretary

General Description:

The Chapter Secretary is responsible for maintaining a written record of chapter activities. They are also responsible for all written correspondence in regards to the business of the chapter. They are responsible for taking and distributing minutes of all meetings. A copy of all minutes should be sent to the Chapter President and staff liaison.

Tasks and Duties:

- Attend regular meetings.
- Keep the records of the chapter.
- Record and submit minutes of regular meetings and events to the Alumni Association.
- Submit a report at regular meetings.
- Notify Executive Committee of time, place, and date of all monthly meetings.
- Attend regular meetings of the Executive Committee.
- Work with President to complete and file annual plan, chapter year-end financial report, and rosters with the Alumni Association on or before July 1 of each year.
- Photograph events (or delegate to another officer) and submit to the Alumni Association for possible use in alumni publications.
- Perform other duties within the chapter as needed.
- Attendance at all chapter events is highly recommended.

Time Commitment:

Dependent on chapter need; approximately 5 hours per month.

Qualifications:

Working knowledge of local chapter programs, bylaws, etc.; service of at least one term in another officer position (*recommended but not required*); good recordkeeping and note taking skills; the ability to delegate.

Benefits:

Gain experience in building and working with committees; improve meeting management skills; gain experience that can be used on the job.