

Chapter Secretary Leadership Job Description

General Description

The Secretary is responsible for maintaining all chapter records of meetings and communicating that data to the appropriate members and other interested individuals. The Secretary is also responsible for attending and maintaining all Board Meeting Minutes. The Secretary shall also maintain a roster and database of Chapter Membership and shall coordinate and oversee preparation, publication and dissemination of all hard copy, voice, and electronic communication to Chapter members.

Term: One Year

Time Commitment: 5 hours/month average

Goals, Objectives and Responsibilities:

- ✚ Attend Board meetings and develop/maintain Board minutes.
- ✚ Attend Chapter strategic planning session.
- ✚ Attend other Chapter meetings as required by the President.
- ✚ Monitor chapter inbox at least once/month on a coordinated schedule with president-elect, direct requests and communications to the appropriate parties, ensure they close the loop.
- ✚ Review chapter website once/ month to ensure accuracy of information, request to make changes as necessary.
- ✚ Keep all meeting notes and files saved under:
<https://drive.google.com/drive/u/1/folders/1i8kMK8G1eaD2ogNjWGeDOP5TYI0p-Flq>