

# CHAPTER OFFICER POSITION DESCRIPTIONS

## Secretary

### BASIC ROLE

This position is responsible for maintaining an accurate listing of the chapter's official records: chapter bylaws, minutes, copies of monthly newsletter, chapter's correspondence, approved financial records, etc.

You're also responsible for maintaining effective communication between your chapter and its membership and between your chapter and state.

### Specific Responsibilities

- Take minutes of all chapter board meetings and distribute them to board members, state headquarters and other chapter editors.
- Prepare and distribute to chapter board and state a roster of officers and board members with their addresses, phone and fax numbers and e-mail addresses as well as update the list as needed.
- Become familiar with state and your chapter's bylaws as well as membership policies at both state and chapter levels.
- Responsible for getting your chapter's letterhead printed as necessary. Chapters' letterhead includes the current chapter officers and their addresses and phone numbers.
- Work closely with your chapter's VP of membership in keeping your chapter's membership list accurate. On a monthly basis, headquarters sends your chapter's VP of membership a current list of your members; you should make sure that you have the same information at all times.
- Handle all chapter mailings.
- Support and monitor those committees assigned to you.
- Unless someone else in your chapter is responsible for it, you're the person to maintain the chapter roster with address changes, phone numbers, etc.