

CHAPTER BOARD JOB DESCRIPTIONS – SECRETARY

General

The Secretary is the corresponding and recording office of the chapter. This position has record keeping responsibilities and acts as a liaison between chapter members, officers, and the Board of Directors.

General Duties

Below you will find a list of general duties for the office of Secretary

1	Prepare minutes and keep records of all Board of Directors meetings. Please see the section regarding Meeting Procedure , Responsibility and Conduct of Officers During Meetings , and Voting Procedures for the duties of the Secretary in regards to meetings.
2	Maintain chapter records in accordance to the retention and disposition schedule. Click on the following link for the Chapter Retention Schedule .
3	May serve as chairman of the Historian/Yearbook Committee, For specific committee information, please see the Committee section of this document.
4	Under the direction of the Nominating Committee, prepare ballot of slate of nominees and distribute to members. See Nomination and Election of Officers for instructions and sample forms.
5	Acknowledge and prepare letters and other communication as required on behalf of the chapter.