



## **Position Description** **Secretary**

The Secretary of the Chapter is an elected officer who serves a two-year term as the Chapter's official recording officer. Essential functions of the position include but are not limited to:

1. Keeps all non-financial Chapter records, reports, membership lists and minutes of all Board meetings.
2. Maintains close coordination with Treasurer to ensure Chapter memberships are accurately reflected and maintained within the database system and on website.
3. Provide to Association Headquarters requested reports and records.
4. Submits the Annual Report of the Chapter to Association Headquarters containing summary of Chapter activities, new officers and membership lists.
5. Notifies the membership of meetings two weeks prior to the meeting.
6. Reminds the membership of meetings one week prior to the meeting and final day to RSVP.
7. Maintains the official book of minutes of all Board of Director meetings.
8. Serves as the Chapter's official correspondent and handles all written communication with Association Headquarters.
9. Updates Association Headquarters of members' changes in names and addresses.
10. Transmits proposed amendments to chapter by-laws to entire membership 30 calendar days before election of amendments.
11. Working with the Program Chair, distributes monthly membership flyer to be included in meeting announcement.
12. Prepares needed materials (name tags and sign-in sheet) for monthly meetings.
13. Sets up registration table and collects fees from non-members in attendance.
14. Responds to member questions related to program events and membership status.
15. Monitors, tracks, and reports the Chapter's memberships.