

Chapter Board Job Descriptions - Secretary

General

The Secretary is the corresponding and recording officer 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.
2	Maintain chapter records in accordance to the retention and disposition schedule.
3	May serve as chairman of the Historian Committee. For complete information on the committee functions, please see the Committees section of the Chapter Operation e-Handbook site.
4	Under the direction of the Nominating Committee, prepare ballot of slate of nominees and distribute to members.
5	Acknowledge and prepare letters and other communications as required on behalf of the chapter
