



POSITION DESCRIPTION & RESPONSIBILITIES

POSITION:

Secretary

POSITION SUMMARY:

As the Chapter's principal recorder (record keeper), it is the Secretary's responsibility to ensure all matters pertinent to the health and success of the Chapter are properly documented and securely retained for future use.

DUTIES & RESPONSIBILITIES:

- Work in conjunction with the President to schedule regular monthly Chapter meetings, and ensure proper and sufficient notification is given to members.
- Record and distribute minutes from regular, or special, Chapter meetings
- Maintain a permanent record of all Chapter programming, events, and proceedings, including but not limited to:
 - Program / Event documentation; "A How To" from start to finish
 - Alumni and vendor (outside) contacts
 - Timelines and deadlines
- Maintain permanent record of Chapter bylaws, position descriptions, strategic goals, etc.
- Succession Planning: Ensure that the responsibilities of this position are effectively handed off to the next alum filling this position.