CHAPTER SECRETARY

2022



**Secretary:**

**Two-year term of service**

CHAPTER SECRETARY JOB DESCRIPTION

THE SECRETARY SHALL:

a. Be responsible for the accurate recording and transcribing of the minutes of all BOD meetings.

b. Submit all minutes to the BOD in accordance with established procedure.

c. See that all membership notices are duly given in accordance with applicable state laws and the chapter’s bylaws.

d. Be custodian of chapter records (see Records section); be responsible for keeping a record of the mailing and email addresses of each director and officer of the chapter.

e. In general, perform all duties and have all powers customarily incident to the office of secretary and such other duties and powers as may be prescribed from time to time by the president or the BOD.

f. Serve as a communication link with APIC on matters as designated by the president. Further, the Secretary must respond to APIC requests, notices, and other communications in a timely manner, or by the designated deadline.

g. Mentor the successor to provide a smooth transition into the secretary role.

RECORDS

The secretary should maintain all organizational documents of the chapter. Within the chapter’s

Organizational Handbook, the Secretary should store the:

a. Petition for Chapter Status

b. Bylaws

In the Organizational Handbook or in separate files, the secretary should also maintain:

a. Membership rosters provided by APIC

b. Minutes of all BOD and Chapter Executive Committee Minutes

c. Chapter correspondence

QUALIFICATIONS/COMMITMENTS:

a. Attend board and executive committee meetings, conference calls and the annual business meeting.

b. Average time commitment is concentrated primarily around board meetings and immediately thereafter to review minutes.

c. Requires attention to detail and good follow-through skills.

TIME COMMITMENT The secretary typically spends several hours a month fulfilling the duties of the office.