

CHAPTER SECRETARY'S DUTIES

Chain of Command in a Chapter

President
Vice-President
Treasurer
Secretary

Duties of a Chapter Secretary

Your position is very important. In years to come someone needing information in your Chapter could go back through good minutes and find everything they needed to know. You will be keeping the history and important decisions for all time.

Outgoing Secretary

1. Everything (records and supplies) belong to the chapter and are to be passed on to the new secretary.
2. Be sure all materials are up to date.
3. Meet with new secretary and explain procedures.

New Secretary

Read all materials. Be aware of the past records of the chapter as well as the present.

Responsibilities

1. Be prepared! Always have the roll call, past minutes, by-laws, etc. ready. Record all motions made, the second of the motion, and whether motion carried or failed. Include any other items of importance.
2. Record the minutes of all business meetings, the time, place, and (first & last) names of those present. Keep accurate and up to date records as this is part of the history of the chapter.
3. Read and answer all correspondence promptly.
4. Be willing to help other officers.
5. Assist the treasurer with maintaining membership information. This includes yearly update information, due each fall for the following year; any address or member status changes; new member information & current dues. For current member information changes and/or new member information the form "Change in Chapter Membership" should be used. This will assure the member(s) will continue to receive state correspondence.
6. Provide a copy of Chapter business minutes to Chapter President, Chapter Vice-President, Chapter Treasurer, and State Director. Keep a copy of newsletters and minutes in your permanent files.
7. If you are assigned the duty of sending chapter news to the State News Editor, there are deadlines to meet. July **newsletter** articles are **due June 1st**. Articles for the January newsletter are **due Nov. 1**.
8. Notify the State Director and State Treasurer immediately in the event of a death or serious illness in your Chapter.

State Secretary

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