



The Secretary is in charge of the minutes of all business meetings of the Chapter and Chapter Board.

Specific responsibilities include:

- Serve all notices of business meetings of the Chapter and Chapter Board one day before business meetings and no less than five days prior to the date of a special meeting.
- Sign official documents with the Chapter President, in the name of the Chapter.
- Responsible for any seals, Bylaws, and other papers as the Chapter Board may direct.
- Keep meeting records and submit a draft of the minutes to Chapter President to review/edit within 10 days following each Chapter Board meeting and/or Chapter business meeting.
- Ensure that minutes are approved at the next Chapter Board or Chapter business meeting.
- Copy and submit paperwork to the Corporate Secretary, Corporate Office and Chapter Board members.
- Complete and Submit the [Delegates' Notification Form](#) to the Corporate Office in accordance with the Dates & Deadlines Calendar.

As Secretary, you will prepare and respond to regular official correspondence, as well as special communications directed by the Chapter President or Chapter Board and provide copies for the Chapter President.

Archive Chapter records based on [Record Retention Schedule and Disaster Recovery Plan](#).