



## Chapter Secretaries Duties and Responsibilities

---

### Secretary

- Serve on the chapter executive board.
- Attend chapter meetings, events and activities.
- Record and present the minutes of chapter meetings, executive board meetings and other functions at the chapter president's request.
- Distribute chapter minutes to the chapter president and members as specified in the chapter bylaws and/or policies and procedures and as directed by the chapter president.
- Complete and submit to Headquarters the H-114 Annual Chapter Highlights Summary found in the Resource Library on the International website by the submission deadline.
- Maintain an electronic permanent file and back-up file of all membership rosters, minutes and letters of value to the chapter. Keep a current record of names, addresses, email addresses and phone numbers of chapter members. Transfer all files to successor at the end of the biennium.
- Assume the duties and responsibilities of the corresponding secretary if the chapter does not have a corresponding secretary.
- Perform other duties as described in the chapter bylaws and/or policies and procedures and as directed by the chapter president.

### Corresponding Secretary

- Serve on the chapter executive board.
- Attend chapter meetings, events and activities.
- Prepare, send and read correspondence (e.g., cards, notes, letters, invitations, etc.) as directed by the chapter president. Send invitations to chapter meetings and functions, if requested.
- Assist chapter president in editing and disseminating the chapter newsletter, if requested.
- Maintain a file and back-up file of all correspondence of value and make it available at chapter meetings. Transfer all files to successor at the end of the biennium.
- Perform other duties as described in the chapter bylaws and/or policies and procedures and as directed by the chapter president.