

**JOB DESCRIPTION  
CHAPTER SECRETARY**

**General Description:**

The Secretary is responsible for maintaining all chapter records of meetings and communicating that data to the appropriate members and other interested individuals. The Secretary is also responsible for attending and maintaining all Board Meeting minutes. The Secretary will have the primary responsibility for Road Show planning, and will serve on the Program Committee as an understudy. Secretary will work with the Facility Planning volunteer on food and other facility issues. The Secretary will also assist with Registration at all conferences.

**Term:**

One Year

**Time Commitment:**

24 hours/year average or 2 hours/month average

**Goals, Objectives, and Responsibilities:**

- Attend Board meetings and develop/maintain Board minutes. Minutes will be typed and sent to all Board Members for review and approval within 7 days of the meeting.
- Attend chapter strategic planning session.
- Work with the Board to identify and sign contracts for future conference locations and facilities.
- Assist with various chapter projects and initiatives in pursuit of strategic plan and as directed by the Chapter President.
- Order outgoing President gift for presentation at the Spring conference
- Serves on the executive committee of the board.