



Chapter Secretary
Chapter Corresponding Secretary (Optional)
Duties and Responsibilities



Congratulations! You have been elected as your chapter secretary and/or corresponding secretary.

Chapter Secretary

- Record the minutes of all chapter meetings, executive board meetings, special meetings, and any other functions. Present the minutes at the chapter president's request. Send a draft copy of the chapter minutes to the chapter president for review prior to forwarding the final copy to executive board members, committee chairmen, and other chapter members as specified in the chapter bylaws and/or policies and procedures.
 - Use a template based on the agenda to record the minutes.
 - Record the minutes electronically during the meeting.
- Maintain a permanent file of all records and letters of value to the chapter and its officers. It is recommended that the files be stored electronically on a flash-drive or shared through a Google folder. The minutes of all chapter meetings as well as officer and committee reports are included in this file. At the end of the biennium, transfer all files to your successor.
- Keep a current record of the contact information for all chapter members.
- 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 or policies and procedures.

Corresponding Secretary

- Prepare and conduct correspondence as directed by the chapter president. The corresponding secretary may be asked to send cards, notes, letters, and invitations to chapters, S/P/N leaders, the international vice president of the region, regional officers, and International Chapter officers.
- Read correspondence at chapter meetings at the president's request.
- Complete the Annual Chapter Highlights Summary (Form H-114) by June 30.
- Email/mail invitations to the chapter executive board meetings to all chapter officers and committee chairmen, if requested.
- Assist chapter president in editing and mailing the chapter newsletter as requested.
- Maintain a file of all correspondence of value and make it available at chapter meetings.
 - This file will serve as a resource for executive board meetings.
 - Correspondence from this file may be used when compiling the chapter archives.

Treasure this opportunity to serve as your chapter secretary! Enjoy every moment. Cherish our sisterhood and the friendships you make along this journey!