

Chapter Secretary

Position Description

The secretary is the recording officer of the chapter and the custodian of the records. He/she is responsible for keeping a readily available file of the minutes and reports of preceding years.

Duties

1. Record the official proceedings of each meeting.
2. Maintain an up-to-date copy of the chapter bylaws. When bylaws are amended, the secretary records the amendments in the minutes as well as entering the amendments in the bylaws with a reference to the date and page of the minutes where it is recorded.
3. Call the meeting to order and preside until a chairman pro tem is elected if there is no other presiding officer available (president, vice-president, president-elect).
4. Send notices of all called meetings and conduct the correspondence of the chapter when the chapter does not elect a corresponding secretary. The word "secretary" usually refers to the recording secretary.
5. Work closely with the president in calling attention to unfinished business that should be placed on the next agenda.
6. Keep accurate minutes. They are the official and legal record of the chapter. According to Robert's Rules of Order, they should contain only what was done, not what was said.

Do and Don't on writing minutes

1. **DO** write the minutes as promptly as possible after a meeting and send a copy to the president. Call unfinished business items to the president's attention.

2. **DO** use a copy of the agenda as a guide in taking minutes and to help write them.
3. **DO** record the name of the mover but not the seconder of motions. (Some chapters and organizations prefer to record the seconder also.)
4. **DO** record the names of all officers and committees from whom reports are received in the meeting and only the most pertinent facts of these reports.
5. **DO** prepare a resume of executive board meetings, and be ready to report recommendations of the board to the membership meeting.
6. **DO** be willing to write a resume of the actions of the board for the chapter newsletter if asked to do so.
7. **DO** take the following to every meeting: the minute book, a copy of the bylaws and standing rules, a list of officers, chairmen and committee members, and any other records which may be needed in the meeting.
8. **DON'T** record discussion unless directed to do so, and **DON'T** record personal opinion whether favorable or unfavorable.
9. **DON'T** record an entire report in the minutes unless directed to do so. If report is long, and minutes are to be mailed, they might state, "Report attached to original of these minutes."
10. **DON'T** include "Respectfully submitted" at the close of the minutes.
11. **DON'T** forget to sign the minutes and to initial them after approval.

Characteristics of a Chapter Secretary

1. Be a good listener.
2. Possess good writing skills.
3. Possess good communication skills.
4. Possess good organizational skills.
5. Be a good TEAM member.
6. Be computer literate.