

Chapter Secretary Job Description

Position:	Chapter Secretary	
Purpose:	Record minutes of meetings and maintain chapter Minute Book	
Status:	Board Member	
Term of Service:	1 Year (April 1 – March 31)	
Oversight by:	President	
Committees:	Appointed to at least one committee as Officer Rep	
Records Retention:	<u>Item:</u> Chapter Minute Book (Kept by Current Secretary)	<u>Retention Period:</u> 7 Years
Duties:	<ul style="list-style-type: none"> • Attend all board meetings and chapter meetings • Prepare minutes of each meeting • Submit Board meeting and Chapter meeting minutes to Board for approval • Submit chapter minutes to HQ Regional Director and Regional Communications Officer • Maintain Chapter Minute Book • Notify Members of dates and locations of meetings • Provide members with copies of Agenda of each meeting • Verify with Restaurant Manager the dates of meetings and number of attendees • Contact committee chairs prior to Chapter meeting for committee report to be placed on agenda • Notify members of upcoming conferences and scholarship availability 	