

Secretary Role Description

Summary of Accountability:

The Secretary reports to the President of the Chapter; and works with the President to help ensure the long- and short-term vision and strategy of the Chapter is realized. The Secretary is accountable for ensuring the chapter's records are recorded and appropriately maintained.

Responsibilities of Secretary:

- Assist the President in the administration of Chapter membership meetings.
- Take minutes of the meetings of the Chapter Board, membership meetings, and annual general meeting, and maintain a copy of the records.
- Maintain accurate attendance records.
- Be responsible for the legal affairs, Chapter records and correspondence pertaining to the Chapter.
- Perform other duties as pertain to this office.