

Secretary

General constitutional roles:

- **Record all Board actions taken; make and record minutes of resolutions votes and proceedings at regular meetings**
- **Notify members of meetings, activities and events**
- **Keep an up to date directory of current members and prospective members**

General scope of activities:

- **Attend meetings of chapter and record all Board actions taken; make and record minutes of resolutions, votes and proceedings at regular meetings**
- **Maintain the Chapter master files, documents and records**
- **Write routine letters, invitations, conduct surveys, thank you notes and other correspondence as requested by the President or a member or the Board of Directors**
- **Assist in greeting members at Chapter meetings**
- **Maintain records of active, inactive and prospective Chapter members**
- **Obtain and update address changes for Chapter mailings**
- **Maintain and update Chapter website; maintain Google account in terms of email addresses, forms used for surveys and invites; and pertinent Chapter documents**
- **Prepare and maintain name tags for Chapter meetings**
- **Create event RSVPs, collect responses to event invites, create call lists and develop attendee lists**
- **Make appropriate arrangements at suitable venues for all meetings, activities and events. The scope of arrangements will include menus, speaker props and visual aids.**
- **In Treasurer' s absence – collect funds from PO box and deposit said funds in Chapter' s bank account**