

## Chapter Board Job Descriptions - Secretary

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**General** The Secretary is the corresponding and recording officer of the chapter. This position has recordkeeping responsibilities and acts as a liaison between chapter members, officers, and the Board of Directors.

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**General duties** Below you will find a list of general duties for the office of Vice President, or President-Elect.

1	Prepare minutes and keep records of all Board of Directors meetings. Please see the sections regarding <a href="#">Meeting Procedure</a> , <a href="#">Responsibility and Conduct of Officers During Meetings</a> , and <a href="#">Voting Procedures</a> for the duties of the Secretary in regards to meetings.
2	Maintain chapter records in accordance to the retention and disposition schedule. Click on the following link for the <a href="#">Chapter Retention Schedule</a> .
3	May serve as chairman of the Historian/Yearbook Committee. For specific committee information, please see the <a href="#">Committee section</a> of this document.
4	Under the direction of the Nominating Committee, prepare ballot of slate of nominees and distribute to members. See <a href="#">Nomination and Election of Officers</a> for instructions and sample forms.
5	Acknowledge and prepare letters and other communications as required on behalf of the chapter

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