

## **Secretary Responsibilities**

Written documentation – It is the secretary's responsibility to take care of all written documentation of chapter activities and keep them in an organized manner. This includes meeting minutes, agendas, newsletters, and correspondence. A record needs to be kept of important items such as votes. The secretary needs to also keep track of who attended the meetings.

Provide important information – The secretary needs to keep organized records of important information and be able to provide members with this information. The secretary is in the unique position of having all records and documentation of the chapter's activities and thus needs to keep the flow of communication open. Minutes from the previous meeting need to be available at following meetings.

Maintain accurate records – Accurate records need to be maintained and readily accessible. These records include, but are not limited to, minutes, meeting attendance, and rosters.

Have agendas ready for meetings – The secretary needs to have agendas ready for meetings. This will involve communicating with members in a timely manner before the meeting to make sure everything that needs to be discussed is on the agenda. There should be enough copies for everyone.

Provide calendar of events – The secretary needs to maintain a calendar of events. The format can be up to each individual secretary. Many chapters rely on the secretary to keep everyone updated on events and happenings.

Be the source of communications for the chapter and to the public – The secretary needs to be able to provide requested material, an example being when a prospective recruit asks for past information such as a newsletter or minutes.

Handle outgoing correspondence – This would include items to the public, thank you notes etc. The secretary needs to establish a system with the treasurer for the purchasing of stamps and material. Options include having an account at a supply store, getting a check from the treasurer before purchasing items or having the secretary purchase the items and turn in a receipt to the treasurer. Receipts must be turned in to receive reimbursement.

Optional: keeping website update – Depending on the various chapter's needs, it may fall on the secretary to keep the website update. You will need to discuss this with you chapter.

Optional: keeping track of birthdays and send card – This can be up to each individual chapter but it adds a nice, personal touch to the chapter. Make sure you have the correct birth date. Many information packets will put birthdays at the 1<sup>st</sup> of the month or a similar date.

### Some helpful tidbits

Many board members rely on the Secretary to help keep them on top of things. The Secretary can be a very effective avenue for communicating to the chapter. Send e-mails of upcoming events and reminders of meetings. Reading the state newsletter and other chapter newsletters will help keep the Secretary aware of what is going on and thus help keep other Board members on top of things. Be sure to ask questions and find out what is expected of you and what duties the President and Board members like to handle themselves.

# Sample meeting minutes



**Chapter and meeting/event**

**Date**

**Location & time**

**Start:**

**Attendees:**

**Invocation: XXXX, Chaplain**

**Treasurer's Report: XXXX, Treasurer**

**Minutes from last meeting: XXXX, Secretary**

**Meeting led by: XXXXX**

⇒ **Management Report – XXXX, VP**

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⇒ **Community Report – XXXX, VP**

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⇒ **Individual Development Report – XXXX, VP**

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⇒ **Membership Report – XXXX, VP**

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**Benediction – XXXX, Chaplain**

**Minutes prepared by:**

**XXXXX, Secretary**

# Sample agenda



Date

Time & location

Invocation – XXXX, Chaplain

Minutes from last meeting – XXXX, Secretary

Treasurer's report – XXXX, Treasurer

Management Report – XXXX, VP

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Community Report – XXXX, VP

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Individual Development Report – XXXX, VP

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Membership Report – XXXX, VP

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Benediction – XXXX

## Jaycee Creed

“We believe that faith in God gives meaning and purpose to human life;  
That the brotherhood of man transcends the sovereignty of nations;  
That economic justice can best be won by free men through free enterprise;  
That government should be of laws rather than of men;  
That earth's great treasure lies in human personality;  
And that service to humanity is the best work of life.”

Sample agenda  
Sign In Sheet

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