

# Secretary's Duties

For more detailed information please see the Secretary Guide located in all 2008 President's Binders

## Necessary Supplies

The Chapter Secretary requires supplies for record keeping and mailing. Any expenses incurred to establish and maintain chapter files must be approved by the Board and are reimbursed by the Chapter.

### 1. File Folders - Yearly and Alphabetical

### 2. Receipt Book

Keep a receipt book to record members who pay by cash or purchase anything from the chapter.

### 3. Chapter Letterhead and Envelopes

### 4. Warning and Termination Letters

### 5. Postage Stamps

## Responsibilities

### 1. Attend all Meetings.

Executive Board Meetings, Chapter Meetings and Special Meetings of the Officers.

### 2. Maintain Continuity.

Continuity is assured by accurate record keeping of all documents and the careful transfer of those records to an incoming Secretary. When an outgoing Secretary leaves office, a continuity folder passed on to the incoming Secretary, provides an historically correct, chapter record. These archives inform future officers and members what issues were brought to the Board of Directors, and why certain decisions were made. All information must be kept for a minimum of 7 years.

### 3. Take Board Meeting Minutes

A Secretary is required to take detailed notes during all Board meetings and transpose them into Minutes. (Note: Minutes are not taken at regular LeTip meetings.) The Minutes contain a record of what the chapter did, the decisions that were made and actions that were taken. Minutes are not a record of everything that is said, but rather a record of accomplishments, plans and decisions. The Minutes from the previous month's Board of Director's meeting are presented for reading and approval during the current Board meeting.

Among the items noted in the minutes are:

- date, time, and location of meeting
- list of those present and absent
- list of items discussed
- list of reports presented

When the Board Meeting Minutes are completed, they are to be printed and handed out to the following Board Members.

- President
- Treasurer
- Past President
- Vice President
- Secretary
- TipMaster
- Membership Chair

### 4. File Monthly Reports.

Each month the Secretary will ask for written copies of all committee reports. These reports, as well as the monthly Board Meeting Minutes, are to be filed under the month they represent. The monthly reports that are requested are:

- TipMaster Report
- Attendance Report
- Membership Chair Report
- Treasurer's Report
- Other Committee Reports

**These are the basis of Chapter Monthly Chapter Reports. The Secretary should gather all reports and forward them via email, fax, or mail to the chapter's Regional Director.**

### 5. Maintain Chapter records

The Chapter Secretary will file and maintain copies of any paperwork that the chapter generates including:

- Flyers for Business Mixers and Special Events
- Chapter Rosters
- Press Releases
- Bylaw Updates
- Purchase Orders
- Rosters
- Member Applications

The yellow copy of each member's application should be alphabetically filed by last name. All correspondence relating to this member must be kept with the application. This paperwork must remain with your chapter indefinitely. This is confidential information. The only persons (besides the secretary and the respective member) authorized to see this information are current voting Board Members.

- Warning of Termination & Termination Letters

### 6. Verify Chapter Information.

Ensure the correctness of public information (meeting locations, times, dates, member names) utilized by Chairs and Committees (Publicity Chair, TipMaster, Newsletter, Membership, Visitation and others).