

# The Role of a Secretary

## 1 Meeting Documentation



Record accurate and detailed minutes of all chapter meetings. Include key discussions, decisions, and action items to keep a comprehensive record of the chapter's activities.

## 2 Communication and Correspondence Management



Serve as a central point of contact for internal and external communications. Disseminate important information, announcements, and updates to chapter members in a timely manner. Reply to emails, inquiries, and requests professionally and promptly.

## 3 Membership Records



Maintain an organized database of chapter members, including contact information, attendance records, and any other relevant details. Ensure that membership information is up to date.

## 4 Agenda Preparation



Collaborate with the president to create meeting agendas. Distribute the agenda in advance of meetings to allow members to prepare and contribute effectively.

## 5 Official Documents



Safeguard and organize official chapter documents, such as the constitution, bylaws, and any other important records. Make these documents readily accessible to chapter members upon request.

## 6 Event Logistics



Assist in coordinating logistical aspects of events, such as room reservations, equipment setup, and any other details necessary for the smooth execution of chapter activities.

## 7 Recordkeeping



Keep a historical record of the chapter's activities, achievements, and milestones. This can include photos, event summaries, and other artifacts that capture the chapter's journey.

## 8 Attendance Tracking



Maintain a record of member attendance at meetings and events. This information can be valuable for assessing engagement and may be required for certain organizational purposes.

## 9 Collaboration with Other Officers

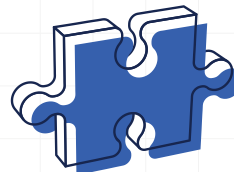
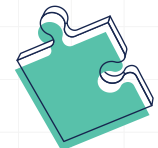


Work closely with the president, vice president, and other officers to ensure seamless communication and coordination. Provide support as needed to facilitate the overall success of the chapter.

## 10 Succession Planning



Contribute to the identification and mentoring of potential successors within the chapter. Participate in the documentation of processes and facilitate knowledge transfer to ensure a smooth transition during changes in leadership. During meetings, listen carefully for insightful contributions from other chapter members who may have capacities to serve in the future.

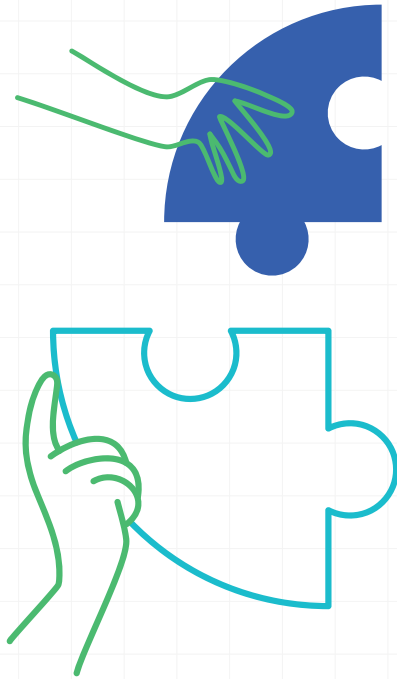


# Words of Wisdom from Past Secretaries

## Meeting Documentation:

“We now have a form for reporting information for each meeting. This is filled out by the secretary for every meeting. This is much easier than the open-ended notes we were doing before. Things got lost, and some important information was not recorded.”

- *Vanderbilt University, USA*



## Attendance Tracking:

“We use a card-swiper with everyone’s University IDs. This automatically loads them into a spreadsheet which we upload to our school’s event-tracker website. We also attach this to each event’s details form.”

- *Vanderbilt University, USA*

“ **Records of chapter history matter.** As an officer of a chapter that had high turnover and was very small, it was important to have old meeting notes and annual reports, in order to see what events and steps were taken in the past to maintain good chapter status. It was also highly important to know how things were done, such as inviting speakers, to continue doing so when the entire officer board was new. The officers did not have institutional knowledge, so a shared drive with organized documentation was critical. ”

- *Georgia Institute of Technology, USA*

“ Keep track of your **official documents.** It was important to be able to refer to our constitution for our election requirements, as well as to know what duties and events we had done in the past. ”

- *Georgia Institute of Technology, USA*