

POLICY/PROCEDURE NUMBER: | H - 1.3

DATE:	December 1, 1992	SUBJECT:
ISSUE:	Chapters	Job Description – Chapter Secretary
REVIEWED:	June 2020	PAGES: 1 of 1
 Position: To maintain all Chapter files of records, correspondence, and minutes of meetings. Obtain, screen and distribute correspondence between the Chapter Executives and individual member(s). Responsibilities: Responsible to the Chapter Executive Committee. 		
3. Summary of Duties:		
3.1	Record and distribute all Chapter Executive Committee meeting minutes.	
3.2	Record and distribute all Chapter and Annual meeting minutes.	
3.3	Issue an agenda and notice for all Chapter Executive, General and Annual meetings of the membership.	
3.4	Maintain an up-to-date roster of membership.	
3.5	Correspond with Chapter members as required.	
3.6	Correspond with local Government bodies, other institutions and/or organizations as required.	
3.7	Assist the Chapter Executives in procedural matters involving arrangements for elections, reporting election results and recording results of elections.	
3.8	Receive voting mail ballots of any election call for the Chapter membership under the Chapter By-Law.	
3.9	Arrange for membership certificate and inscription of same for new members to the Society.	
3.10	Order the required office supplies ie: letterhead, stamps, certificates, etc	
3.11	Perform other duties as required for the betterment of the Society	
3.12	Assist Chair and Officers in procedural matters involving arrangements for elections, election results and recording of elections.	
3.13	Pass on records to successor.	
Approved by		Deter
Approved by:		Date:

President