

Secretary

The Secretary is an elected position whose purpose is to manage the chapter's official business records and correspondence. This position has the following responsibilities:

- Keeps the minutes of all Administrative Council meetings
- Distributes the minutes in accordance with set procedures
- Conducts official correspondence
- Signs official documents as required
- Maintains records so that they are available at any time to the president and the Administrative Council

Requirements

- Must be able to attend Admin Council meetings

Time commitment

- 2-3 hrs/month

Term and Succession

- The term is one year with no succession.