**Purpose Scope Objective:**

The purpose of this document is to provide guidance on the role and responsibilities of the position of Chapter Secretary for current and future Chapter Executive Committee members.

**Roles and Responsibilities:**

The Secretary is an elected officer of the Chapter and has the primary responsibility of documenting Chapter business, providing approved thereof to committee members, and retaining Chapter correspondence.

Three of the top key elements to success of this Executive Committee position include:

* + Continually plays down egos, even when engaged in passionate discussions and decisions
  + Contribute significant voluntary time and effort to make the Chapter successful
  + Act as a steward of the Chapter’s finances, committing resources with purpose and judgement

The Secretary has the responsibility to:

1. Take the appropriate web-based training for the position of Secretary as prescribed by Society on the ASSP website
2. Attend Society Leadership Conference in October (funded by the Chapter) to better understand the roles and responsibilities as a Chapter officer if not previously attended
3. Attend the monthly Executive Committee meeting to participate in discussions and decisions, and record the minutes of the meeting
4. Distribute and update, as needed, the approved minutes of previous meetings
5. Record and distribute minutes and Motions Log of all Chapter meetings for the Executive Committee
6. Assist the Chapter President in completing the Chapter Operations, Strategic Planning & Annual Performance Reporting Tool
7. Maintain an archive of minutes, including handouts and submittals, and motion log of all Chapter Executive Committee meetings
8. Research archived minutes in response to Executive Committee requests
9. Monitor for administrative deadlines to ensure that the Chapter meets all minimum criteria for retention of the Chapter charter
10. Facilitate an orderly transfer of all records to the succeeding Chapter Secretary
11. Perform other duties as directed by the President and approved by the Executive Committee

**Procedures:**

At the monthly Executive Committee meeting provide a copy of the draft minutes from the previous Executive Committee meeting to be reviewed, amended as motioned, and approved.

Make any approved changes to the minutes and publish the minutes as final

Record minutes of monthly Executive Committee meeting and distribute electronically to board members in draft form for review

Distribute electronic copies of approved minutes to all Executive Committee members after each monthly committee meeting

Distribute electronic copy of updated Log of Motions to all Executive Committee members after each monthly meeting

**Resources:**

Laptop computer supplied by the Chapter

Organized binder with:

* + Copies of year-to-date (i.e., chapter year) Executive Committee meeting minutes and attachments
  + Current Log of Motions (current year-to-date and previous year)
  + Chapter Bylaws
  + Long Range Plan
  + Chapter Charter

**Continuous Improvement:**

This document will be updated annually by the Secretary and submitted to the Long Range Planning Chair at the annual Executive Committee transition meeting.