



Board Role Description

Position: Secretary

Reports To: President

Position Summary: Supports President and Board with administrative needs related to the board and the chapter community. Maintains chapter history, charter agreements, bylaws and policies for chapter. Supports President with agenda items and collecting board reports as needed.

Specific Responsibilities:

- Attend all board meetings/calls and provide report of responsibilities
- Maintain all chapter records and policies and ensures they are current, relevant and utilized as appropriate.
- Work with President and President Elect to ensure annually all new board members are on-boarded and trained on board responsibilities, bylaws, etc.
- Support President with board agenda distribution and any reports associated.
- Take minutes of board meetings and provide to board for approval
- Recruit future board members through succession planning processes