

Secretary

The Secretary is a key member of the President's "Cabinet" and as such serves as a member of the Executive Committee and assists the President in the performance of his/her duties. He/She is the official "keeper of the records".

Duties, Responsibility and Authority:

- ◆ Serves as member of the Board of Directors and Executive Committee.
- ◆ Attends all meetings of the members of the Chapter, Board of Directors and Executive Committee and ensures that attendance, votes and proceedings of the meetings are recorded and maintained in the permanent records of the Chapter.
- ◆ Assures that staff maintains custody of the corporate seal of the Chapter and affixes the same to any instrument requiring it. Attests the seal by his/her signature.
- ◆ Conducts roll call of Membership, Board of Directors and Executive Committee meetings for the official records and to establish the presence of a quorum.
- ◆ Ensures that copies of the minutes of the Board meetings and Executive Committee meetings are approved by those bodies and provided to the officers and directors as appropriate.
- ◆ Performs such other duties and assumes such responsibilities as may be assigned by the President or Board of Directors.

Relationships:

The Secretary may, in cooperation with the Executive Director, request a staff liaison to assist with the duties