

**JOB DESCRIPTION
SECRETARY**

Member of the Board

As a member of the Board, is expected to attend regular and special Board meetings.

Board Meeting Minutes

Records minutes of Board meetings and submits such minutes to the President for approval by the Board at the succeeding Board meeting. Keeps copies of approved Board meeting minutes on file.

Monthly Membership Luncheon Meetings

Arranges meeting room and selects the menu for monthly meetings as far in advance as possible. Provides pre-printed stick-on name tags pursuant to the reservations received, denoting Board Members and positions held by using a different color tag.

Notices of Monthly Meetings

Provides notices of monthly meetings to the membership. These notices are to be sent at least two weeks prior to the scheduled meeting. Sends notice of meeting to general membership three weeks in advance of meeting. Tracks member attendance reservations and collects meeting dues. Submits meeting dues to Chapter Treasurer for journal entry and deposit. Coordinates with the meeting facility to adequate supply and service.

