



Southeast Chapter

Position Description: SECRETARY

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Type of position: Elected

The Secretary performs various clerical functions for the chapter. Attends all general, business, and executive board meetings of the chapter.

Throughout the year:

- Attends all general, business, and executive board meetings of the chapter
- Takes high-level minutes, recording just key action items at all business and executive board meetings
 - Send key action items to executive board as soon as possible after the meeting
- Prepares and e-mails announcements for chapter meetings
 - Before sending chapter emails, obtain most recent list of chapter members from membership coordinator
- Orders supplies

Immediately after election (mid May):

- Notify the Member Services Coordinator at AMWA national headquarters of new officers and date elected.

August:

- Poll officers/board members about possible dates/times for Fall chapter board of directors teleconference and set it up
- Record minutes of board meeting for review, approval, and distribution to board members