

## **JOB DESCRIPTION-CHAPTER SECRETARY**

The following language describes the duties of a chapter secretary and is a sample language used in some chapter bylaws. If you do not have language defining the duties of chapter leaders, please work with your field representative to incorporate chapter leader job descriptions in your chapter bylaws.

***Section 5.5.3. Secretary.*** *The secretary shall ensure that the minutes of general membership meetings and Board of Trustee meetings are duly recorded. It shall be the duty of the secretary to keep all records of the chapter, the Board of Trustees, and to perform such other official functions as the president and Board of Trustees may direct.*