

SIGMA THETA TAU
ETA KAPPA CHAPTER-AT-LARGE

POSITION: SECRETARY

REPORTS TO: President

TERM: Two (2) years

RESPONSIBILITIES:

1. Attends and participates in monthly Board meetings.
2. Record minutes of monthly Board meetings and business meetings.
3. Distributes minutes to Board members before the next monthly Board meeting.
4. Provides copies of business meeting minutes to be distributed to the membership.
5. Keeps official records of all meeting minutes for the succeeding secretary; keeps a second record on disk which is also given to the succeeding secretary.
6. Send annual Secretary's report to the Chapter President and International.
7. Type and mails correspondence when requested.
8. Maintains updated Procedure Manual and distributes to new Board members.