

SECRETARY

OBJECTIVE

To maintain an official record of the Chapter's meetings, events and activities

DUTIES

The primary duty of the Secretary is to keep the minutes of the Chapter's CEC meetings.

Additional duties include:

- Keeping accurate minutes for communication (via newsletter, website and/or email) with assistance from the Director of Communication
- Maintains the CEC minutes from prior years for historical record purposes
- At the end of fiscal year, all program year meeting minutes must be printed and included in a binder to be given to Treasurer for audit
- Responsible for sending all communications with Chapter members via email
 - Accepting and confirming all reservations for meetings/trainings
- Assists Treasurer and Director of Membership with meetings and events
- Maintains contract, and is liaison, with Senator Inn Banquet facility for monthly meetings
- Selecting menu for luncheon meetings with the assistance of the CEC Board