

COMMITTEE DESCRIPTIONS
SECRETARY
Patti Sander
November 19, 2016

Mission: To maintain timely, clear and accurate business records of the chapter.

Why:

1. To accurately document past chapter business actions.
2. To guide the chapter in future decision-making.
3. To support the chapter's position in legal and business disputes.
4. To contribute to the chapter leadership.

Work plan:

1. Record minutes of the membership meeting.
2. Distribute the minutes of the meeting to the members.
3. Help in distribution of additional correspondence as requested.
4. Maintain an official chapter filing system to include but not be limited to:
 - a. Minutes of general membership meetings.
 - b. Bylaws.
 - c. Standing Rules
 - d. Long Range Plan
 - e. Key positions and motions.
 - f. Business agreements.
 - g. Studies and reports.
 - h. Liability Release forms.
5. Perform research of past documents to determine what action the chapter had previously taken.
6. Participate in leadership and planning meetings and activities.
7. Develop working relationships with other chapter committees.
8. Participate in the budget process by providing income and expense items related to the position.
9. Request reimbursement of expenses following the Treasurer's guidelines. Expenses above the approved budget must be approved by the membership.
10. Provide input at chapter meetings.