

Secretary

Officer; 1-Year Term

The Secretary serves as the recorder for the chapter and ensures minutes are taken, recorded, and distributed at all board meetings. The Secretary is responsible for updating and maintaining the chapter's bylaws.

Duties and Responsibilities

- Attends all monthly board meetings, luncheon programs and other chapter events.
- Records minutes for all chapter board meetings and sends out within 48-hours post board meeting.
- Responsible for chapter laptop and any AV equipment, which is to be used for SMPS purposes.
- Coordinates with the President to update chapter bylaws (if required) and submits to National.
- Ensures audio/visual equipment is running at SMPS functions and presentations are set-up.
- Responsible for generating all nametags for luncheons.
- Manage pre-luncheon preparation.
- Manage luncheon details with venue, including confirming the venue has enough spaces/tables, distributing nametags, greeting, and welcoming guests, coordinating walk-ins and payments (with Treasurer), and streamlining check-in process.
- Manage on-site logistics for chapter events.
- Ensures a sufficient supply of stationery, envelopes, mailing labels, etc.
- Facilitates chapter correspondence (i.e., thank you notes) as requested by the board.
- Manages all registrations through the website.

Committee

- The Secretary does not have a committee to assist in carrying out his/her duties and responsibilities.
Member of Executive Committee.

Reporting

- Distributes meeting minutes to all board members within 48-hours of the meeting date.