

SMPS Chapter Secretary Job Description

The secretary serves as the recorder for the chapter and ensures minutes are taken, recorded and distributed at all board and executive committee meetings. The secretary is responsible for the chapter's bylaws. The secretary also serves on the executive committee of the chapter.

DUTIES AND RESPONSIBILITIES

- Attends all monthly board meetings and monthly luncheon programs
- May participate on one or more committees
- Attends and takes minutes for all chapter board meetings and executive committee meetings
- Responsible for sending out board meeting location and time through Outlook Calendar Requests
- Responsible for keeping calendar of events in meeting minutes
- Responsible for checking the SMPS gmail account
- Distributes meeting minutes to all board members within a week of the meeting date
- Ensures a sufficient supply of stationery, envelopes, mailing labels, etc.
- Facilitates chapter correspondence (i.e., thank you notes) as requested by the board.

COMMITTEE

The secretary does not have a committee to assist in carrying out his or her duties and responsibilities.