



SECRETARY POSITION DESCRIPTION

PURPOSE

The Secretary makes sure that all relevant parties are informed of the events of the local chapter, including chapter members, Executive Board and the International Headquarters. Secretaries understand the importance of clear and accurate information sharing and instill that within their work. Secretaries should have a thorough knowledge of the chapter bylaws and communicate when those bylaws are not being followed. Secretaries should have excellent and professional communication skills, as without it, the chapter will fail to function properly.

DUTIES

- Serve as a member of the chapter's Executive Board
- Maintain an accurate local chapter roster on Officer Portal
- Take accurate chapter meeting minutes and send them out in a timely manner
- Handle communication within the chapter, ensuring all members know about upcoming events
- Have a working knowledge of Robert's Rules of Order
- Complete appropriate forms on Officer Portal, such as the Opening and Closing of School Reports
- Execute roll call at all mandatory chapter events
- Submit the chapter awards application annually
- Ensure chapter bylaws are up to date with any changes made by the chapter
- Submit chapter news to the International Headquarters to be included in publications

SKILLS/COMPETENCIES

Communication Credibility Establish priorities	Action oriented Follow-through Timeliness	Resourcefulness Learner Organized
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RESOURCES AVAILABLE

- **Officer Portal User Guide**
- **Chapter Meeting Minutes Template**
- **Officer Portal**
 - Document Library
 - Forms
- **Phi Sigma Kappa Website**
 - "Undergrads" tab
 - "About" tab > Resources
- **First point of contact:** appointed Chapter Adviser or Alumni Advisory Board member
- **Second point of contact:** Chapter Consultant, can direct to another International Headquarters professional staff member, if needed
- **Campus-based questions/challenges:** campus fraternity and sorority life advisor