**Secretary**

**Purpose:** The chapter secretary ensures the chapter’s ability to provide continuity of a quality member experience by maintaining the chapter’s historical records

**Key Responsibilities:**

* Maintain and retain all chapter files, including minutes and correspondence, according to the chapter document retention guidelines
* Ensure that members receive timely and effective notices of all chapter meetings and functions
* Attend chapter general membership and Executive Committee meetings
* Record and distribute minutes of all chapter and Executive Committee meetings to chapter members and officers
* Ensure consistent and appropriate messaging across chapter communication channels (website, social media accounts, newsletter and other publications) in partnership with chapter communications chair and/or other chapter volunteers as applicable
* Assist chapter president in completing reports
* Assume duties of chapter treasurer when necessary

**Support:**

* Online training from ASSP is required before taking office
* Transition meeting with outgoing chapter secretary
* Additional support available from chapter president and [ASSP Chapter Services](mailto:chapterservices@assp.org)

**Benefits:**

* Opportunity to develop transferrable leadership, recordkeeping and communication skills
* Opportunity to attend ASSP Leadership Conference for training and networking
* Earn professional certification maintenance points

**Time Commitment:**

* Term of office: Minimum 1 year, July 1 - June 30
* Average hours per month: up to 8 hours

**Qualifications:**

* Must be an ASSP member in good standing for at least one year prior to election, or receive approval from the regional vice president
* Have or be willing to develop an understanding of chapter and ASSP structure and strategic direction
* Able to work effectively in a team setting and communicate with diverse audiences
* Employer support is helpful

**Specific Duties:**

* Complete three modules of officer training in [TBD]:

1. Basic training: Chapter operations
2. Basic training: ASSP overview
3. Leadership Training: Secretary

* Recommend completion of two additional officer training modules:

1. Membership training: Recruitment
2. Membership training: Retention

* Maintain chapter meeting attendance records and upload into the Chapter Operations Management Tool (COMT)
* Retain custody of the chapter charter, affiliate agreement, incorporation papers and other official documents
* Monitor all deadlines to ensure compliance with chapter charter
* Ensure orderly transition and transfer of duties and records to succeeding chapter secretary
* [additional chapter-specific duties]