

Richmond Chapter ISCEBS

Board Position Overview

Secretary

Responsible for minutes

The secretary is responsible for taking minutes at all board meetings and at the annual meeting. Special note should be made in the minutes of those who either volunteer or are assigned duties, indicating who is to do what and by what deadline. He or she is also responsible for typing the minutes, distributing them to the board members as quickly as possible (preferably prior to the next board meeting). A copy should also be forwarded to Society headquarters.

Responsible for maintaining permanent records

The secretary is responsible for keeping the permanent records of the chapter. (These can be forwarded to the Society for safe keeping and to ensure they are always accessible to the chapter.) These records should be maintained and provided to the Secretary's successor.

Responsible for publicizing chapter news and events

The secretary is the chapter's official correspondent. Each president will determine how much of the correspondence he or she will do and how much will be delegated to the secretary. As the publicity chair, the chapter secretary's duties also include preparing and distributing meeting notices/invitations for chapter events and the chapter newsletter (which is typically distributed six times during a calendar year). Copies of notices and newsletters should be forwarded to the Society so that the Society is aware of chapter activities and can post them to the Society's website.

Membership lists

The secretary is in charge of maintaining the chapter membership list as well as a list of guests who can receive invitations to chapter meetings and events. The secretary should forward any membership/guest list changes (additions, deletions, changes to contact information) to the Society so its records are as current as possible, and the chapter database will be up to date.

In conjunction with the board, establish the educational activities for the year.