



## Chapter Secretary

Chapter Secretary sees that notices are sent at least seven days in advance of all meetings of the board and of the Chapter and keep accurate minutes thereof. The Secretary shall maintain a file of all correspondence; keep a roster of members and committees; co-sign all agreements and formal instruments, except those pertaining to the office of the Treasurer.

Items of responsibility include:

- Prepare for monthly chapter board meetings - notify board members of upcoming meetings; request agenda items, committee and financial reports; prepare board meeting packets.
- Record monthly chapter board meeting minutes; submit to Communications Director for inclusion in website.
- Submit annual election results to Institute.
- Receive, distribute, and answer all chapter correspondence.
- Maintain a permanent file of all chapter correspondence, membership records, meeting minutes, committee reports, rosters, and newsletters.

If you are interested in learning more about this important position for the chapter, attend our webinar hosted by Gregg Jones on **Wednesday March 11<sup>th</sup> at 3:00pm EDT**

<https://global.gotomeeting.com/join/724342797>

Nominations will be open soon for the CSI Fiscal Year FY21. Elections are typically held in April and the term starts July 1, 2020.