

WESTOP SoCal Chapter

Role and Responsibilities 2016 - 2017

Position: Secretary

Purpose: The Secretary is the official keeper of the chapter records and is responsible for maintaining and updating chapter records during his/her term.

Key Responsibilities:

1. Record attendance, maintain official chapter minutes, and chapter board proceedings.
2. E-mail and/or post draft of minutes for each chapter meeting two weeks after each chapter meeting.
3. Provide a copy via email of unapproved and approved minutes to members at chapter meetings and upon request.
4. Assist the Chapter President in maintaining and updating the Chapter Listserv Directory to aid in communication among board and chapter members.
5. Create chapter meeting sign in sheets which clearly indicate voting and non-voting members.
6. Create RSVP list for all chapter meetings.
7. Is a voting member and is familiar with Robert Rules of Order.
8. Maintains orderly records of activities and timelines relevant to his/her position during the term and supplies the incoming Secretary with those records to ensure a smooth transition.
9. Ensures the Executive Board and Service Council members are maintaining the google drive current.
10. Participates in WESTOP and Chapter committees as needed.
11. Prepares a written report (unapproved meeting minutes from the previous chapter meeting) one week prior to the scheduled chapter meetings and submits them to the president.
12. Attend all Chapter general meetings, executive committee meetings, monthly conference calls, and two in person retreats.
13. Other duties as assigned by the WESTOP SoCal chapter board related to the overall purpose of the chapter and the good of the association.

Elected by: WESTOP SoCal Chapter members during the WESTOP conference.

Term Length: 2 years

Time commitment:

The time commitment is approximately 2-4 hours per week

Reports to: President