

Secretary Position Description

Note: *In some chapters, the secretary and treasurer positions will be combined. If the positions are separate, there may be some differences as to how the duties are divided.*

Membership requirements

As the chapter secretary, the incumbent must:

- Be a CEBS graduate
- Be a member of ISCEBS
- Be a member of the chapter.

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 (or having them typed) and 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 on a regular basis.**

The secretary is also responsible for keeping the permanent records of the chapter. (These can be forwarded to the Society for safekeeping and to ensure they are always accessible to the chapter.) These records should be maintained so they are readily available to his or her successor. In addition, 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.

Some secretaries are in charge of the chapter meeting notices and/or the chapter newsletter. Each chapter should decide how these duties are to be divided.

Electronic storage/cloud storage

As technology changes, chapters are encouraged to review available options. One such area is information storage. Electronic or cloud storage is now more common and readily available.

Cloud storage offers virtual storage for a nominal fee or, in some instances, no fee.

Whatever option is selected; the board should all be in favor. Technology changes rapidly, so no providers will be recommended here. Contact the Society for suggestions or to discuss options.

Responsible for reports to Society headquarters

1. Annual

The secretary is responsible for notifying Society headquarters of new officers by **January 15**. In order for the Society to maintain close contact with the chapters, it must know to whom the correspondence should be directed. **It is required that the minutes of the annual meeting be sent to the Society.**

2. Periodic

The secretary should send the Society the minutes from each board meeting. The Society should also be sent copies of any meeting fliers and newsletters not produced in Brookfield, Wisconsin.

3. Membership lists

Chapter membership lists are available from the Society at any time. The secretary should forward any address changes to the Society. Please keep us informed of these moves so our records are as current as possible and the chapter database will be up to date.

Term of office

The secretary is elected for a term of one year only and shall not succeed himself or herself in the same office.