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# ALPHA DELTA KAPPA CHAPTER SECRETARY

## DUTIES AND RESPONSIBILITIES



# CHAPTER SECRETARY

- The chapter secretary is elected by chapter members in the even-numbered years.
- The office of chapter corresponding secretary is optional if authorized by the chapter bylaws or policies and procedures.
- The office of chapter secretary may be shared by two members.
- The term of office shall be two (2) years.
- The chapter secretary serves as a member of the chapter executive board.

# **CHAPTER SECRETARY**

**The secretary shall record the minutes of all chapter meetings, meetings of the chapter executive board, and special meetings.**



# CHAPTER SECRETARY

The chapter secretary shall read the minutes at chapter meetings at the request of the chapter president.



## **CHAPTER SECRETARY**

The chapter secretary shall send a draft of the chapter meeting minutes to the chapter president for review prior to forwarding a final copy to all chapter members.



# CHAPTER SECRETARY

The chapter secretary shall keep a current record of the contact information for all chapter members, including:

- Names
- Addresses
- Phone Numbers (Home and Cell)
- Email Addresses
- Birthdates

## Membership Directory

### Search Criteria

Name

City

Email

Search





# CHAPTER SECRETARY

If the chapter does not have a corresponding secretary, the chapter secretary shall assume the duties of the chapter corresponding secretary.





# CHAPTER CORRESPONDING SECRETARY

The chapter corresponding secretary shall:

- Conduct all correspondence of the chapter
- Read correspondence at chapter meetings at the president's request
- Complete the Annual Chapter Highlights Summary (Form H-114) by June 30
- Assist chapter president in editing and mailing the chapter newsletter as requested
- Maintain a file of all correspondence of value and make it available at chapter meetings

## CHAPTER CORRESPONDING SECRETARY

The chapter corresponding secretary may send cards, notes, letters and invitations to:

- Chapter members
- S/P/N leaders
- International Vice President for the region
- International Chapter members



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## **CHAPTER SECRETARY**

The chapter secretary shall perform other duties as described in the chapter bylaws and policies and procedures, and as directed by the chapter president.

# CHAPTER SECRETARY



Qualities that make a good secretary are:

- Organizational skills, including the ability to keep track of everything from deadlines to essential files
- A good eye for detail
- Ability to take accurate notes of meetings
- Professional communication skills
- Strong computer skills, including a strong knowledge of current software (e.g., Microsoft, Excel, and Google)

# CHAPTER SECRETARY



Thank you for stepping up and assuming this leadership role in  
Alpha Delta Kappa.