



Secretary/Treasurer Position

Terms of Office

- + Two years with the option to self-nominate for an additional two-year term
- + After serving four years on a Chapter Council, you must take a break as an officer for at least one year

Skills/Experience

Experience with:

- + Financial affairs
- + Software applications
- + Taking minutes
- + Record keeping

Organized

Comfortable delegating

Primary Roles

General Financial Tasks

- + Develop budget
- + Monitor/maintain
 - Expenditures
 - Receivables
- + Submit financial reports for council review and to National
- + Understand opportunities for sponsorships
- + File chapter taxes annually
- + Chapter funding
 - Provide financial information to assist President with funding applications to National

Chapter Records

- + Record minutes at all Council meetings
- + Records retention – preserve and maintain:
 - Chapter history
 - Contracts and general correspondence
 - Council minutes

Council Elections

- + Supervise election of chapter officers
 - Verify eligibility and membership of candidates
 - Send applications to Recruitment Committee for review
 - Prepare slate and ballot, if needed, and prepares results for submission to National

Committee Formation

- + Create committees as needed to assist with your role