

# CORRESPONDING SECRETARY

**Reports to:** The President and Executive Committee

**Responsibilities:**

- Maintain regular correspondence with members and the Fraternity as a whole
- Responsible for chapter reports for *The Rainbow*
- Update chapter enrollment reports and keep accurate membership records
- Administrate correspondence with external entities
- Submit articles for publication in *The Rainbow*
- Preserve archives of chapter publications, newsletters, brochures, etc.
- Serve as a member of the Executive Committee

**Chapter Leadership:**

As an elected officer of the chapter, you have a responsibility to take part in the leadership of your chapter. Your most direct contribution will be doing a thorough and conscientious job in your duties as a correspondent. These activities project a good, clear image of the chapter and help develop your own leadership potential. You will also want to take an active part in the development of chapter goals, policy, and planning. If you take a genuine interest in chapter planning, operations, and activities, you will be able to assume leadership. You are in the position to listen, interpret, and be heard.

**Key relations:**

- Recording Secretary
- Public Relations Chairman
- Alumni Relations Chairman
- Chapter Advisor

**Important resources:**

- [www.delts.org](http://www.delts.org)
- Online Chapter Reporting
- *The Rainbow* Report Form
- Sports Report Form

**Central Office contacts:**

- Brook Pritchett, Director of Communications
- Kathy Sargent, Member Records Administrative Assistant
- Chapter Leadership Consultant