

RECORDING SECRETARY

Reports to: The President and Executive Committee

Responsibilities:

- Keep the minutes of all chapter meetings
- Record the minutes of the administrative committee
- Maintain full and complete records of the membership register (roll book), suspensions and expulsions, and the alumni address file
- Organize all chapter files and archives
- Serve as a member of the Executive Committee

Chapter Leadership:

The continuity of chapter operations depends on your ability to organize the chapter files. When we speak of continuity, we are referring to not only your time in office, but also every Recording Secretary who follows you. Though it is difficult to maintain continuity from year to year, because of the natural turnover that occurs, by keeping your files organized, it will be easier for your successors to maintain a consistent flow of information. How well you do your duties, therefore, will influence your entire chapter. By excelling, you will make a difference in your chapter. An excellent chapter is a well-organized chapter.

Key relations:

- President
- Vice President
- Corresponding Secretary
- Alumni Relations Chairman

Important resources:

- www.delts.org
- Sample Chapter Minutes
- Suspension and Expulsion Forms
- Alumni Addresses Lists

Central Office contacts:

- Brook Pritchett, Director of Communications
- Vicky Halsey, Executive Assistant to the Executive Vice President
- Kathy Sargent, Member Records Administrative Assistant
- Chapter Leadership Consultant