

Secretary

1. The Chapter Secretary shall be responsible for accurately recording all transactions at the monthly business meeting or special meeting.
 - a. Minutes shall include the names, houses and guests attending the meeting.
 - b. He/ she shall mail copies of the minutes, finance report, and summary report to all houses in the Chapter, to officers and to the State Board Chairman.
2. The Secretary shall be responsible to complete the Resident Activity Report and call it into 1-(800) 689-6411 or FAX.
3. The Secretary shall be responsible to receipt and send any thank you letters to contributors for the Chapter.
4. The Secretary shall submit an accurate accounting of any approved expenses to the members for approval.