

## **DUTIES OF CHAPTER SECRETARY**

The Chapter Secretary shall:

1. Take minutes of the Chapter meetings and assure that notice of meetings is properly given to the members. Some Chapters include the minutes with the monthly meeting notices or newsletter. Read the minutes of the previous Chapter meeting at the Chapter meeting, if required.

Note that it is recommended that a copy of the Chapter's minutes for the quarter be included as a part of the Chapter President's report to the Board of Governors each quarter.

2. Keep a detailed membership list and assure that the Treasurer has an up-to-date copy of the same.
3. Be responsible for keeping the list of new Chapter Officers, including addresses, phone numbers and nine digit zip codes. A copy of these should be given to the following no later than 15 March of each year:
  - a. Each officer of the Chapter.
  - b. Tennessee Society State President and Tennessee Society Secretary.