NAHSE-DVC

DUTIES OF THE SECRETARY

The Chapter Secretary shall record and keep the minutes of the meetings of the members, the E-Board and the Advisory Board. Meeting minutes will be sent via email for review by the E-Board, then posted to the Chapter's shared drive (currently DropBox). The Secretary shall notify appropriate parties, via email, meeting notices or other information requested by the President and shall handle all correspondence of the Chapter.

The Secretary’s responsibilities shall include, but are not limited to the following:

* Serve as primary account manager for the chapter email account and maintain Chapter's contact list(s)
* Manage correspondence to the E-Board and to members, including the Chapter's Calendar of Events and all special events
* Record attendance at meetings of the E-Board and Advisory Board
* Work with the Marketing Committee to maintain and update chapter website with national and local chapter information, including events, newsletters, sponsors and institutional members
* All other duties as requested by the President