



Duties of the Chapter Secretary

As your chapter's secretary you will be conducting one of the most important and busy officer positions within the officer team. You are the clerical arm of the chapter, and as such, all correspondence to and from the chapter starts with you. Because your position is many times the most informed officer position, your officer team and other members will often come to you for information first. Today's training has been designed to help you better understand your primary function in this office, and the varied roles that this position will require of you. This handout is intended to construct a basic framework for this office, and help you be successful. Your Chapter Advisor will also be a wealth of knowledge and advice for you to draw from as needed during your tenure in this office.

The following is a list of duties and responsibilities that are associated with, or assigned to a SkillsUSA Chapter Secretary:

- Endures that the meeting facility and location has been obtained for chapter meetings.
- Keeps an accurate record of all chapter membership.
- Keeps a record of all chapter activities.

- Prepares an agenda, with the assistance of the Chapter President, for all chapter meetings.
- Prepares minutes for all conducted meetings, and ensure they are ready for chapter approval at next scheduled meeting.
- Publishes the approved dates and times of all chapter meetings.
- Notifies all members of meetings.
- Publishes the chapter calendar that reflects all activities of chapter involvement that support the Program of Work.
- Maintains a chronological record of all agendas and meeting minutes.
- Distributes agendas for all chapter meetings.
- Maintains a record of attendance for all chapter meetings and chapter activities.
- Serves as the coordinator for member recognition and/or appreciation.
- Handles all official correspondence of the chapter.
- Collects and screens chapter mail from the advisor, and relays that to the membership as needed or required.
- Represents the chapter at official functions.
- Remains fair and impartial during the chapter decision making process.
- Performs any other duties that are directed by the Chapter President.

As the chapter secretary you are the custodian of all chapter documents. It is advisable that you create a secretary binder that should contain a minimum of the following:

1. An accurate roster of all chapter membership.
2. All meeting agendas and meeting minutes that have been approved.
3. A copy of the Chapter By-Laws and a reference copy of "Rules of Order and Procedure".
4. Copies of any committee reports.
5. Copies of any correspondence sent to the chapter (Conference Flyers, etc.)
6. A copy of the Treasurers Report that is given at each meeting.

It is advisable that you keep things separated by month in your binder so that you can easily reference any past action or document when needed.

As an officer in this chapter it is imperative that you set the example for the rest of the chapter membership, and your fellow officers. Because your duties will require you to play a functional role in chapter meetings, and in other chapter activities, how you conduct yourself is very visible to others. For this reason it is very important that you follow these guidelines so that your fellow officers and the chapter membership are confident in your ability as their Chapter Secretary.

1. Memorize your part for opening and closing a meeting.

I cannot overstate the importance of this one aspect of your role. The membership and your officer team will know you take your duties seriously when you commit the time to ensure that you not only memorize your part of the opening and closing ritual, but that you also know your part in the conducting of chapter business. Aside from the Chapter President, you and the Treasurer are the only members of the officer team that have a speaking requirement during the actual business meeting of the chapter. Part of this training packet contains a copy of how to open and close a meeting for your future use. There is never a substitute for “leading by example”. It is imperative that you know and understand the function of your position during a meeting conducting chapter business.

2. Know how to conduct the business of a local meeting.

It is the functional responsibility of the President to preside over the meeting, and control the flow of the agenda. You may be called upon to provide assistance to help the President understand how all action and information items of business should flow during the meeting. Make sure that your agendas are written in such a way that the President, or any other officer, can readily distinguish between items that require action (a vote for the members), and items that are for information purposes only. An example of an information item is the Treasure Report for the meeting. This is an information item that would not require approval from the membership as the balance given on that report will not change. That report is the current balance on hand, and no approval action by the floor

will change that, therefore, it is an information item. Enclosed with this training packet are some guidelines that will help you better understand your function in this area.

3. Create and maintain a Chapter Secretary Binder

As the Chapter Secretary you are the custodian of all documentation. An efficient way to accomplish is by creating and using a three ring binder that can be easily transported with you to meetings or chapter events as needed. It is advisable that this binder be of enough size to accommodate all of the correspondence/documentation of the chapter for the entire tenure of your office. An efficient method to use would be to create monthly tabs for this binder whereby all of the documents for that month are enclosed within that tab. Lets say for the month of September for example, the following would be documents that you would want to have within that tab/section of the binder:

- September Chapter Meeting Agenda
- Minutes from August Chapter Meeting (Member approved)
- Copy of September Treasurer Report
- Any State Level correspondence for this month announcing workshops or conferences.
- District Leadership Conference agenda and any other documents associated with that event.
- Any other documentation specific to this month.

There are parts of the binder that would hold things not necessarily associated with a specific month. Those items would be placed together either in the front or back of the binder, or in a binder pocket. Examples of these items are as follows:

- Current chapter membership roster
- Copy of Chapter By-Laws

- Copy of “Roberts Rules of Order” specifically the section addressing conducting a meeting
- Copy of the SkillsUSA Opening and Closing a Meeting Ritual

While there are certainly many different methods to organizing and maintaining the chapter records, the standard is that you as Chapter Secretary should be able to instantly access any chapter documentation as called upon by the Chapter President or the Chapter Advisor. You should seek the advice of your Chapter Advisor as to the best method for you to create and maintain all of the required documentation of the local chapter.