Secretary/Treasurer Position

Terms of Office
+ Two years with the option to self-nominate for an additional two-year term
+ After serving four years on a Chapter Council, you must take a break as an officer for at least two years

Skills/Experience
Experience with:
+ Financial affairs
+ Software applications
+ Taking minutes
+ Record keeping

Organized
Comfortable delegating

Primary Roles
General Financial Tasks
+ Develop budget
+ Monitor/maintain
  - Expenditures
  - Receivables
+ Submit financial reports for council review and to National
+ Understand opportunities for sponsorships
+ File chapter taxes annually
+ Chapter funding
  - Provide financial information to assist President with funding applications to National

Chapter Records
+ Take minutes at all Council meetings
+ Records retention – preserve and maintain:
  - Chapter history
  - Contracts and general correspondence
  - Council minutes

Council Elections
+ Supervise election of chapter officers
  - Verify eligibility and membership of candidates
  - Send applications to Recruitment Committee for review
  - Prepare slate, ballot, if needed, and prepares results for submission to National

Committee Formation
+ Create committees as needed to assist with your role