



BOARD OF DIRECTORS SECRETARY

Why We Need You:

The SVC Secretary takes minutes of each meeting and distributes Chapter announcements, newsletters, and correspondence. Preside over meetings in the absence of the President and Vice President.

A Day in the Life | Responsibilities We Trust You With:

- Works directly with the President to ensure that the information provided protects the integrity and intent of the chapter and the Institute
- Must keep record of all chapter members, including their PayrollOrg ID# and who is also an PayrollOrg member
- Attends all meetings of the members and Board of Directors
- Records minutes, resolutions, votes, and any other pertinent issues
- Ensures that all correspondence, minutes, and records regarding the business of the chapter are duly obtained, maintained and safeguarded
- Gives proper notice of meetings to members and directors
- Maintains a membership list
- Handles all chapter correspondence, including confirmations, thank you notes to speakers and notifications of meetings
- Orders and maintains current and adequate supplies of stationery, brochures, etc for availability and convenience of the membership
- Acts as a center of information, either to relay or gather, by telephone or in written format to the Board of Directors, membership and National
- Gathers incoming mail to the chapter and redistributes as necessary
- Performs other duties as may be prescribed by the Board of Directors

What You Must Know | Education and Experience:

- Must be an active PayrollOrg member in good standing

What You Need to Be Good At | Competencies and Skills:

- Become familiar with the chapter's Bylaws
- Become familiar with the chapter's budget and Treasurer's report
- Read the Chapter Affiliation Agreement provided by PayrollOrg
- Become familiar with the contact staff at PayrollOrg for assistance and support
- Make sure you have the name and contact information of your regional advisor from the Board of Advisors. They are an experienced member of PayrollOrg and can assist you in your new role

**Your Working Relationships | Leadership:**

- Must work with and gain support and commitment from other BOD members and chapter members
- They continually represent the chapter to others within or outside of the organization
- Contributes and tries to drive-up recruiting of new or former members
- Assists overall activities/meetings/committees of the chapter

This job description is a guideline.