

# Secretary

## Alpha Sigma Phi Fraternity

The following is an overview of the responsibilities associated with this role. This description is designed to provide general guidelines and should not be viewed as limitations with the position. The chapter and/or officer should feel comfortable adding additional responsibilities, provided those responsibilities are not assumed by another officer, board, or committee. Should you have any questions about the role of this officer, please contact Fraternity Headquarters.

### **ROLE:**

- Member of the Prudential Committee
- Records minutes of all regular and special meetings with accuracy and fullness
- Distributes and posts the minutes to all brothers within 48 hours after the conclusion of the meeting and ensures a copy of the minutes are preserved in the chapter archives
- Calls the roll at all regular and special chapter meetings, along with required chapter events (ritualistic ceremonies, retreats, etc.)
- Maintains the chapter roster book
- Maintains and updates a current undergraduate directory including on-campus address, permanent address, phone number and e-mail
- Reads all correspondence to the chapter during its regular or special meetings
- Ensures that thank you notes are promptly sent to alumni, faculty/staff, other organizations, etc. as appropriate
- Creates a chapter calendar prior to the start of each term by soliciting proposed events/dates from chapter officers
- Maintains an updated copy of the chapter's constitution and by-laws
- Completes the Officer Certification and submits to Fraternity Headquarters
- Submits chapter news to Fraternity Headquarters for inclusion in publications
- Maintains annual album to record chapter's honors, accomplishments, and activities
- Ensures that all chapter events are appropriately photographed
- Maintains an updated chapter website and Facebook page
- Leads by example
- Prepares and organizes transition materials/binder for replacement