Sec

Secretary

ONE-YEAR TERM

V3_08.17.2026

REPORTS TO

National Secretary

BACKGROUND

- Experience with documentation or note-taking
- Comfortable with digital tools for calendars and recordkeeping
- Track record of following through on deadlines
- Strong written and verbal communication skills

TIME COMMITMENT

Estimated: 2–3 hrs/week; 3–4 hrs/event month.

Real-world: 4–8 hrs/week depending on reporting cycles.

CHARACTERISTICS

- Organized, reliable, and detail-oriented
- Proactive communicator
- Comfortable with deadlines and documentation
- Skilled at note-taking and time management
- Clear and consistent communicator

ROLE SUMMARY

The Secretary ensures board operations run smoothly by maintaining accurate records, minutes, and communications. This role provides accountability and continuity for the chapter.

GOAL

Keeping the Board's Records Straight and Its Deadlines On Track

Record and distribute board meeting minutes, maintain calendars, deadlines, and important documents, support board accountability by sending reminders and following up on tasks, and maintain continuity for future boards through effective record-keeping.

MOTIVATION

Being the Glue That Holds Operations Together

Directors are motivated by being the glue that holds operations together, keeping the board aligned, and ensuring pending deadlines, tasks, and initiatives don't fall through the cracks.

OPPORTUNITIES

Building Systems That Outlast Any One Board

Create streamlined systems for accountability, improve communication across the board, and support smoother transitions between leadership teams.

CHALLENGES

Balancing Detail With Efficiency

Clarifying what belongs in minutes versus reports, managing multiple communication channels, and balancing detail with efficiency. No recording devices are allowed, so accuracy depends on active listening.

BOARD SUPERFECTA

Works closely with President, Vice President, Treasurer, and MarComm.

Chapter President · **Vice President** · **Treasurer** · **Director of MarComm**

WORKING STYLE CONSIDERATIONS

This role tends to draw on Past-Present thinking, with Future thinking helpful for anticipating what the board will need next. The work involves maintaining records, documentation, and continuity, while coordinating communication and supporting board accountability day to day.

This is a conversation starter, not a requirement. Strong Secretaries come from every thinking style, and this is one input among many when a volunteer is exploring the role.