

CHAPTER SECRETARY

The Chapter Secretary is responsible for ensuring the minutes of all Chapter Board meetings are prepared and distributed. The Secretary, as an Officer of the Chapter, is authorized to sign contracts on behalf of the chapter and to sign checks issued for valid Chapter expenses.

Word files in label format are available from the Society's National Office. Chapters can submit a schedule of dates by which files are needed at the beginning of the year and the file will be emailed in advance of due date.

If member files in label format are requested on an ad hoc basis, a minimum of one-week notice should be given. Chapters are entitled to files for mailings of official Chapter business.

Ensure that when files are requested from the office for Chapter elections, that the request is made for "voting members". If the Chapter maintains its own addresses, make sure that only General, Retired and Emeritus members receive ballots. National Affiliates, Junior, Honorary, and Student members are not eligible to vote in Chapter elections.

Complete the officer eligibility form and send to National prior to having ballots printed.

Ensure that all minutes of the Executive Committee and Board meetings are sent to Area Directors and to the SCC office.

Note: Area Directors are to receive notice of all Chapter Executive Committee meetings and Chapter Board of Directors meetings.

- 1) Notify the National Office with the names of potential candidates running for Chapter Office in order that their membership status can be verified before Elections. (Officer Eligibility Form)
- 2) Ensure that ballots are mailed according to Chapter Bylaws.
- 3) Notify National with the results of the Election, including the name, address, phone, fax, and e-mail of the newly elected Officers.