

Chapter Secretary

Purpose: Chapter secretaries carry out the administrative duties of the chapter the chapter's board.

Duties & Responsibilities:

- Record and maintain copies of all chapter board meeting minutes
- Provide proposed board meeting agenda to all board members at meetings
- Maintain chapter bylaws and set of board approved board position descriptions
- Take attendance at chapter events
- Train next chapter secretary

Qualifications & Skills:

- Current, active member of WVOA and chapter
- Sufficient computer literacy to fulfill responsibilities and send/receive chapter communications
- Good organizational skills to maintain records
- Attentive to detail

Length of commitment: Chapter bylaws specify terms and term limits

Days/times volunteer is required: Attend all meetings and events hosted by chapter

Benefits to the volunteer: Build organizational and professional skills. Learn management and leadership skills. Get to know other chapter members better.

Training provided or other details: Training provided by previous secretary