



Secretary's Duties

The successful Chapter Secretary is an organized, well informed leader.

Often referred to as “The steward of official chapter documents,” the Secretary is the chapter's official record keeper and historian. It is a vital position because a chapter typically produces many documents and the Secretary must keep track of all of them. A Chapter Secretary must be an organized, well informed leader. Attention to detail is essential for accuracy of documentation and consistency of record keeping.

Necessary Supplies

The Chapter Secretary will require record keeping and mailing supplies. Any expenses incurred to establish and maintain chapter files must first be approved by the Board and are paid for by the Chapter.

1. File Keeping - Yearly and Alphabetical

Keep organized with expandable file folders or a file box which should be brought to every meeting. One folder, divided by the month, will hold Committee Reports, Flyers, Press Releases and other documents, which are filed by the month in which they occur. Board minutes may be kept in a tabbed 3-ring binder or be placed in the monthly file. Member applications and information can be filed in an expandable, alphabetically tabbed folder.

2. Receipt Book

The Secretary, along with the Chapter Treasurer, should always keep a receipt book to keep a record of members who pay by cash or purchase anything from the chapter. The Secretary will back up the Treasurer in this area.

3. Chapter Letterhead and Envelopes

All chapter correspondence originates from the Chapter Secretary and is produced in a professional manner on chapter letterhead.

4. Warning and Termination Letters

5. Postage Stamps

Responsibilities

1. Attend all Meetings

Chapter Board Meetings (12 per year), Chapter Meetings and Special Meetings of the Officers ie. like Spring and Fall trainings.

2. Maintain Continuity

Continuity is assured by accurate record keeping of all documents and the careful transfer of those records to an incoming Secretary. When an outgoing Secretary leaves office, a continuity folder passed on to the

incoming Secretary provides an historically correct, chapter record. These archives will inform future officers and members what issues were brought to the Board of Directors, and why certain decisions were made. **Keep annual reports and chapter information for a minimum of 7 years.** Applications, warning and termination letters are to be kept permanently with the chapter records.



These few examples of portable file storage are perfect for chapter filing needs. Manila dividers are indexed several ways to accommodate individual filing preferences. Carry or rolling handle options with snap closing lids provide security as well. Any of these examples can be purchased at any local office supply store.

3. Take Board Meeting Minutes

A Secretary is required to take detailed notes during all Board meetings and transpose them into Minutes. (Note: Minutes are not taken at regular LeTip meetings.) The Minutes contain a record of what the chapter did, the decisions that were made and actions that were taken. Minutes are not a record of everything that is said, but rather a record of accomplishments, plans and decisions. The Minutes from the previous month's Board of Director's meeting are presented for reading and approval during the current Board meeting.

Among the items noted in the minutes are:

- **date, time, and location of meeting**
- **list of those present and absent**
- **list of items discussed and reports presented**

When the Board Meeting Minutes are completed, they are to be printed and handed out to the following Board Members.

- **President**
- **Vice President**
- **Treasurer**
- **Secretary**
- **TipMaster**
- **Membership Chair**
- **Past President**

4. File Monthly Reports

Each month the Secretary will ask for written copies of all committee reports. These reports, as well as the monthly Board Meeting Minutes, are to be filed under the month they represent. The monthly reports that are requested are:

- **TipMaster • Attendance • Treasurer's**
- **Membership Chair • Program Director**
- **Visitation, etc.**

Chapters using www.letipwired.com to input tips, attendance and guest can simply print the reports for the meeting saving your board members time. Only chapters inputting their reports into LeTipWired.com will be eligible for the LeTip chapter of the year award

These reports become the basis of a chapter's Monthly Chapter Report. The Secretary should gather all reports and forward them via email, fax, or mail to LeTip International Corporate office.

5. Maintain Chapter records

The Chapter Secretary will file and maintain copies of any paperwork that the chapter generates including:

- **Flyers for Business Mixers and Special Events**

- **Chapter Rosters**
- **Purchase Orders**
- **Bylaws Updates**
- **Press Releases**
- **Rosters**
- **Membership Applications**

The yellow copy of each member's hard copy application should be alphabetically filed by last name. If the member was sent an online application, a copy should also be printed to file with the chapter records. All correspondence relating to the member must be kept with the application. This paperwork must remain with your chapter indefinitely. This is confidential information. The only persons (besides the secretary and the respective member) authorized to see this information are current voting Board Members.

• Warning of Termination Letters

The President or the Board may request that a Letter of Warning be sent to a problematic member. When this is requested, a letter should be prepared immediately. The Secretary must have on hand a supply of Warning and Termination letters ready to be signed and sent.

• Termination Letters

If the Board decides to terminate a member, the Secretary will be asked to send that member a letter of termination via certified mail. It is important to retain the certified mail receipts with the member's records. Emails can now also be sent, however, a proof of receipt is necessary and print all email communications between the chapter and member to file with their chapter records. At the next Board meeting the Secretary will notify all Board members of this action, recording the member's name, date, and other pertinent information in the minutes.

Notify LeTip International immediately with the members name and reason of termination so LeTip can remove them from your roster.

6. Verify Chapter Information

The Chapter Secretary should ensure the correctness of publicized information, Chapter rosters and information on www.LeTipWired.com and www.letip.com. Notify LeTip corporate of any incorrect information. (i.e.: meeting locations, times, dates, member names) utilized by Chapter Chairs and Committees (Publicity Chair, TipMaster, Newsletter, Membership, Visitation and others).