

SECRETARY

Position Summary:

Take minutes of chapter meetings; provide notice of meetings and general correspondence. Maintain chapter records and history.

Responsible To:

The members of the chapter
The chapter president

Responsibilities:

- + Upon the advice of the president, the secretary should issue notice of officer and board of directors' meetings. After consultation with the president, the secretary could prepare copies of the agenda for such meetings.
- + Maintain a record of attendance and prepare the minutes of all officers' and directors' meetings and regular chapter meetings.
- + Keep an up-to-date roster of names and addresses of all chapter members. If addresses are changed, the secretary should notify WLA headquarters.
- + Distribute to the membership all meeting announcements, newsletters, and other information.
- + Transmit all necessary annual election information to the membership and advise WLA through the use of the online Chapter Leader Information
- + Chair the telephone committee, organizing members to call other members, informing them about meetings, speakers, events, changes, etc.
- + File all personnel information, job opportunity letters, and other pertinent information (if chapter engages paid staff).
- + Handle all correspondence in relation to WLA membership applications and forward all applications to WLA upon receipt.

File in the Chapter Procedures Manual or other permanent record:

- + Those original chapter bylaws and dated copies of each amendment to those bylaws.
- + Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- + Represent the chapter in the law community.
- + Attend all monthly membership and board of directors meetings.

Resources Available:

WLA supplies the following resources for chapter secretaries

Chapter Position Descriptions
Guide to Maintaining Your Chapter's History

Secretary's Guide to Taking Minutes
Fundamentals of Chapter Operations