

DUTIES OF THE SECRETARY

1. Make proper record of the proceedings of the chapter and keep the chapter minutes either in a permanently bound minute book or a loose leaf binder. (Loose leaf minutes must be permanently bound at least every 5 years.) The minutes must include the Financial Section balanced with the Secretary's Cash Book.
2. Issue notices of stated and special meetings as directed by the Worthy Matron or chapter. A stated meeting is a scheduled meeting as specified in the chapter by-laws. A special meeting is a called meeting. Only stated meetings count towards the required number of meetings a year.
3. Notify all committees of their appointments
4. Notify candidates of their election or rejection to membership in the chapter. Notify Primary Chapters when a member joins your chapter as a Dual Member.
5. Keep a register (ledger sheets) of all members and report any changes to the Grand Secretary.
6. Keep an account of money due the chapter by each member, showing the amounts chargeable and amounts paid. Notify all members who are delinquent or indebted to the chapter with the amount of the delinquency or indebtedness.
7. To collect all monies due the chapter turning them over to the Treasurer taking her/his receipt (Treasurer's Receipt.) and to enter all monies received in the Secretary's Cash Book. (NOTE: All monies belonging to the Chapter includes Investments.)
8. Submit monthly reports to the Grand Chapter by the 10th of the following month on forms provided.
9. Make a Summary Report to the Grand Chapter by the 10th of January each year.
10. To present all communication received pertaining to chapter business at the first stated meeting after receipt.
11. Immediately after installation, provide to both the Grand Secretary and Associate Grand Matron, a completed copy of the Annual Chapter Officers Report, which includes the current chapter location and meeting times along with the names, addresses, and phone numbers of all chapter officers.
12. Notify the Worthy Grand Matron, Grand Secretary and the Grand Chaplain of the death of any officer or member that fraternal sympathy may be extended. ALSO: Enter this death on the Secretaries Monthly report to the Grand Secretary.
13. Serves as custodian of the Seal of the Chapter. At the close of her/his term of office, deliver seal to successor with all the books, papers, vouchers, and other chapter property in her/his possession.
14. Have a page or pages in the rear of the Chapter's Minute Book for Custodian Receipt of Secret Work. You have 4 copies, 1 each to be distributed by the WP to the AP, Conductress, AC and one retained by the WP. Each person possessing a copy of the Secret Work must sign for it and sign again indicating return of the document.

Revised September 17, 2020