

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.)
3. Notify all committees of their appointments.
4. Notify candidates of their election or rejection to membership in the chapter.
5. Keep a register of all members and report any changes to the Grand Secretary.
6. Keep an account with each member showing the amounts chargeable and the amounts paid.
7. Collect all monies due the chapter turning them over to the Treasurer taking her/his receipt (Treasurer's Receipt) and enter all monies received in the Secretary's Cash Book. (NOTE: All monies belonging to the Chapter includes investments).
8. Notify all members who are delinquent or indebted to the chapter and the amount of the delinquency or indebtedness.
9. Submit monthly reports to the Grand Chapter on forms provided by the 10th of the following month.
10. Each year, make a Summary Report to the Grand Chapter by the 10th of January.
11. Each year, submit to the chapter a statement of the transactions of her/his office.
12. Present all communications received pertaining to chapter business at the first stated meeting after receipt.
13. Provide to the Grand Secretary and Associate Grand Matron immediately after installation, the name and address of the Worthy Matron, Worthy Patron, Associate Matron, Associate Patron, Secretary and Treasurer of the Chapter. You will also be asked to provide a list of all officers of the chapter to the Associate Matron's and Associate Patron's Club for use in preparing the state directory for the upcoming year.
14. Notify the Worthy Grand Matron, Grand Secretary and the Grand Chaplain of the death of any officer or member so fraternal sympathy can be extended. (Enter the death on the Secretary's monthly report to the Grand Secretary.)
15. Serve as custodian of the Seal of the Chapter. At 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.
16. Maintain a page in the rear of the Chapter's Minute Book for Custodian Receipt of Secret Work. You have four copies, one each to be distributed by the Worthy Patron to the Associate Patron, Conductress, Associate Conductress and one retained by the Worthy Patron. Each person possessing a copy of the Secret Work must sign for it and sign again indicating return of the document.