**AMERICAN SOCIETY OF SAFETY ENGINEERS-COLORADO CHAPTER**

**SECRETARY DUTIES AND RESPONSIBILITIES**

Purpose: The Chapter Secretary ensures the ability of the chapter to provide continuity of a quality member experience by maintaining the chapter’s historical records.

* **Key Responsibilities:**

**●** Maintain and retain all chapter files, including minutes and correspondence according to the chapter document retention guidelines

● Ensure that members receive timely and effective notices of all chapter meetings and functions

● Attend chapter general membership and executive committee meetings

● Record and distribute minutes of all chapter and executive committee meetings to chapter officers and designated volunteer chairs

● Ensure consistent and appropriate messaging across chapter communication channels (website, social media accounts, newsletter, and other publications) in partnership with Chapter Social Media Chair, Chapter Website Chair, Chapter Newsletter Chair, and/or other chapter volunteers as applicable

● Assist Chapter President in completing reports

● Assume duties of Chapter Treasurer when necessary

* **Specific Duties:**

**●** Complete 3 modules of Officer Training in Officer Central: Basic Training - Chapter Operations; Basic Training - Society Overview; Leadership Training - Secretary

● Recommended to complete additional 2 modules of Officer Training in Officer Central: Membership Training - Recruitment: Membership Training - Retention

● Maintain chapter meeting attendance records and upload into the COMT

● Retain custody of the chapter charter, affiliate agreement, incorporation papers and other official documents

● Develop chapter slideshow for each meeting, which includes announcements, recognitions, awards, upcoming meetings, conferences, and pertinent chapter business

● Assist with meeting room set-up and speaker arrangement

● Monitor all deadlines to ensure compliance with chapter charter

● Ensure orderly transition and transfer of duties and records to succeeding Chapter Secretary