**Secretary**  
Term of office: July 1 to the following June 30.

Qualifications:

* Must have been an ASSE member in good standing for at least one year prior to election
* Can be a Professional Member, Member, International Member or Associate Member of ASSE

Responsibilities:

* Maintain and retain all chapter files, including minutes and correspondence, for at least two years
* Issue notices of all chapter meetings and functions (can be accomplished via e-mail, fax, telephone, newsletter, or other means)
* Record and distribute minutes of all chapter meetings to chapter officers and ASSE HQ either electronically or by mail
* Maintain chapter membership records and inform ASSE HQ of member address changes or other changes to member information.
* Provide information about new chapter members to chapter officers and committee chairs
* Assist President in completing the Chapter Operations, Strategic Planning & Annual Performance Reporting Tool
* Retain custody of the chapter charter, Affiliate Agreement, Incorporation papers and SOG 8.10 Maintenance of Chapter Charter.
* Act as monitor of all deadlines to ensure that the Chapter meets all minimum criteria for charter retention
* Assume Chapter Treasurer duties when necessary
* Ensure orderly transition and transfer of records to succeeding Secretary

My signature below indicates that I’ve read and understand the job duties of the position to which I was elected to serve.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_