

Job Description – Chapter Secretary

Reporting to: Chapter Chairperson

Working with: All

Term: January – December

Job Function:

The incumbent is keep meeting minutes and maintain all chapter records and correspondence. The incumbent should possess past ASIS volunteer experience at the chapter level, but it is not required.

Key Responsibilities:

- Keep the minutes of all chapter leadership, committee and special meetings
- Maintain all official chapter records, including minutes, newsletters, and other official correspondence
- Complete and promptly submit monthly chapter activity reports to the designated recipients
- Promptly notify ASIS International of results of the annual election
- Ensure all necessary correspondence representing the chapter is handled in a timely manner
- Maintain responsibility over the Chapter website and the Website Administrator
- Ensure that all information relevant to members is available on the website in a timely manner
- Submission to ASIS Dynamics regarding chapter activities and awards
- Maintain familiarity with the following ASIS tools:
 - ASIS Policy & Procedure Guide
 - ASIS President's Vision & Mission Statement
 - ASIS Functional Area publications
 - Society, Region and Chapter reference manuals and materials
- Maintain good general knowledge of chapter operations and Society bylaws, policies and procedures
- Assist the Chapter Treasurer in registration and collection of payments at chapter events

Created: December 2007

Revised: November 2012