

## Secretary Duties:

Record minutes, resolutions, votes and other note worthy events at all Chapter Meetings and Officer Meetings.

Maintain records of any officer resignations during the year.

Send Officer minutes and luncheon minutes to Officers via email for approval prior to the next meeting date. Have minutes 1<sup>st</sup> and 2<sup>nd</sup> by members or officers as appropriate at each following meeting. Send copy of luncheon minutes to Chapter Communication Coordinator and Webmaster for publication in PaySmart and Members Only section of the Website.

Prepare re-certification certificates for chapter meetings and applicable Conferences for each attendee. Obtain the APA course code and RCH logo from the Director of Education to place on the certificates.

Deliver certificates for conferences when the attendees register the morning of the conference. Deliver certificates for monthly chapter meetings either at the **end** of the meeting, or at the following meeting. If certificates are not picked up, bring them to the next meeting. If still not picked up, contact the attendees and ask if they would like the certificate(s) mailed to them.

Keep copies of the sign-in sheets from monthly chapter meetings to verify attendance when preparing certificates.

Maintain prior year certificates and monthly meeting attendance sheets in order to reprint certificates for attendees who may have misplaced them.