

District Secretary

Term: Two years
May serve two consecutive elected terms in addition to any unexpired portion of a term that may have been served.

Vacancy: In the event that the Secretary office is vacated, the District Director, in consultation with the other District officers, shall appoint a District member to fill the term of office.

Elected: In the Spring of odd-numbered years by the District.

Duties and Responsibilities:

1. Attends District Officers' meetings and is a voting member of this group.
2. Maintains complete and accurate sign-in sheets for District meetings.
3. Records complete and accurate minutes of District meetings and District Officers' meetings.
4. Reports minutes of District Officers' meetings to the membership at each subsequent District meeting.
5. Distributes all minutes to the District officers and Chapter office in a timely fashion.
6. Notifies the District officers of new District members as information is received from the Chapter Office.
7. Divides the New District member list among the District Director, Vice-Chairperson and Secretary so that welcoming calls can be made in a timely fashion.
8. Notifies the District Nominating Committee member of the District officers' suggestions for nominees for the various offices and committees of the Chapter and the District.

Time Commitment:

Varies. The following are approximate time commitments:

1. Preparation for District Meetings - 1 hr./meeting (3 meetings/year)
2. District meetings - 3 hr./meeting (3 meetings/year)
3. District officers' meeting - 2-3 hr./year
4. Telephone calls to new members - 1-30 min./month
5. Other duties - 2 hr./year