

# CHAPTER SECRETARY

## 1 WHEN FIRST ELECTED

- Meet with the outgoing Secretary to obtain any files, especially the link to your chapter's attendance roster.
- Plan to meet each quarter w/ your officers.

## 2 EVERY MEETING

- Take meeting minutes and distribute the minutes within 48 hours.
- Enter attendance into the online record within 24 hours. Announce any annual memberships due that month.

## 3 ONGOING

- Check in on members who are missing meetings.
- Check in with members whose memberships are due for renewal within the next 2 months.
- Submit Officer changes to WBN (see link).
- Assist Rep with tracking Chapter Challenge.
- Get assistance from WBN if your chapter is experiencing issues (see links)

## 4 AT THE END OF YOUR TERM

- Meet with the incoming Secretary 1-2x during your last month to help set her up for success!

### TERM

3, 6, or 12 months

### TIME NEEDED

2 hours per month

### SUCCESSION

Typically the first leadership position a member takes on

### HELPFUL TRAITS

Positive attitude  
Strong organization skills

### PLAN TO ATTEND

Chapter Officer meetings/trainings 2x per year

### QUICK LINKS

[WBN website](#)

[Chapter Leader Resources](#)

[How to take minutes](#)

[How to take attendance](#)

[Submit Officer Changes](#)

[Presenter Schedule Template](#)

[Calendar of Events](#)

[Growing Your Chapter](#)

[WBN Policies](#)

[MSC Contact](#)

[Find Your Board Liaison](#)

**WE'RE HERE TO HELP!**  
Reach out if you need assistance!

