

**Position:** Chapter Secretary

**Responsibilities:**

- Prepares official meeting minutes of all Executive Committee meetings
- Is responsible for internal communication between Chapter and membership
- Oversees content of the Chapter website
- Participates as a member of the Student Chapter Committee
- Assists in administrative management of all Chapter meetings

**Skills Required:**

- Excellent communications skills
- Strong organizational skills
- High attention to detail
- Good listening skills
- Ability to work effectively with wide variety of people and personalities
- Strong interpersonal skills

**Time Commitment:** 1 to 2 hours per week on average in addition to meeting and other function attendance.

**Service Period:** Two years