



**Indiana**  
Chapter

## **JOB DESCRIPTION SECRETARY**

### **Member of the Board**

As a member of the Board, the Secretary is expected to attend regular and special Board meetings.

### **Board Meeting Minutes**

The Secretary records minutes of Board meetings and submits such minutes to the Board of Directors via email for approval by the Board at the succeeding Board meeting. After Board approval, the Secretary emails the minutes to the Director of Communications for uploading to the chapter website. The Secretary emails minutes to ALA Region 3 Representative and uploads minutes to the ALA International website.

### **Monthly Membership Luncheon Meetings**

The Secretary greets members, speakers and guests at each monthly membership luncheon meeting. Prior to each monthly meeting, the Secretary prepares a sign-in sheet for members and guests pursuant to reservations received. The Secretary prepares name tags for guests and speakers. The Secretary maintains name badges for members. The Secretary sorts, organizes and brings member name badges (including those denoting Board members and new members) to each membership meeting. The Secretary provides names of any new members to the Treasurer so a new badge can be ordered.

### **Notices of Monthly Meetings**

The Secretary tracks member attendance reservations. The Secretary sends attendee sign-in sheet after each meeting via email to the Treasurer, the Director of Education, and the President. The sign-in sheet includes registered members that did not attend.

### **Program Evaluation Speaker Surveys**

The Secretary sends out speaker survey and collects results following monthly membership meetings.