



IWLA Chapter Secretary

In many ways, the **Chapter Secretary** is the most important officer in the chapter, but often the last one to receive recognition and thanks. The secretary is the chief custodian of the chapter's records, but that is only one aspect of the work.

Duties. Significant duties include:

- Keeping written minutes and other official records of regular membership, board, and special meetings;
- Coordinating with the newsletter editor, web master, and media outreach chair (publicity) to prepare and send meeting notices and other news based on meeting transactions;
- Safeguarding the chapter's records and, when leaving office, turning over all records of official chapter business in good shape to his or her successor; and
- Preparing important correspondences with outside organizations, individuals, and partners.

Leadership Tips. In some chapters, the duties of membership secretary are separated from those of recording secretary and corresponding secretary, depending often on the size of the chapter and the complexity of its operations.

A number of smaller chapters also combine the offices of secretary and treasurer, in which case the secretary is responsible for handling all money matters for the chapter.

It is up to the individual chapter to determine whether one person can or should be asked to carry out all these tasks.