

TIFA Chapter Secretary Job Description

Purpose:

The chapter secretary shall serve as the official record keeper for the chapter.

Time Requirements:

The time requirements of this position are estimated at 4-6 hours per month to address chapter responsibilities in addition to attending the monthly chapter meeting.

Meeting Requirements:

The Chapter Secretary must also be able to attend the following meetings:

- Chapter Requirements
 - Monthly Chapter meeting
 - Chapter special events/workshops

Responsibilities:

- Makes sign-in sheets available for chapter meetings
- Distributes membership applications to prospective members, gathers and mails in completed applications to Austin
- Records all proceedings and notes of the chapter meetings
- Maintains all official records and documents of the chapter (meeting notes, sign-in sheets, handouts, etc.)
- Prepares a monthly report of chapter activities for submission to the Chapter Chair including activities, meetings, speaker, topic, notes, attendance, new member applications, and member renewals submitted at the meeting
- Works with Chapter Chair to review content of minutes
- Ensures that proper notification of all regular and special meetings is sent to the TIFA Regional Director and chapter members
- Oversees the maintenance of chapter phone and mailing lists

Responsibility Timeline:

- Completed membership applications and workshop registrations mailed within two days of receipt
- Final chapter monthly report and monthly minutes submitted to chapter chair one week after chapter meeting
- Notification of all meetings sent to regional director two weeks prior to meeting and to members one week prior to meeting