

**Position Title: Chapter Secretary (Appointed)**

**Position Description:**

Take Minutes of Chapter Executive Meetings and Annual Chapter Meeting

**Responsibilities:**

- 1) Record and distribute Chapter Executive meeting minutes promptly.
- 2) Correspond with Association office, other Chapters and members as required.
- 3) Arrange for the submission of all chapter minutes to the Association office.
- 4) Ensures that any financial surplus is clearly recorded and allocated in the chapter minutes of meeting
- 5) A motion must be passed by the Executive at their first meeting of the current operations year allowing the Chapter to retain a minimum earned surplus equal to one year of operation. (Additional Surplus funds can be allocated to future chapter events)
  - a) This meeting should take place immediately following the Annual Chapter Meeting and could be a one item only meeting.
- 6) Ensure that motions regarding the allocation of funds refer to financial surpluses, not profits. The use of the word "Profit" should no longer appear in minutes as it will be interpreted by CRA that CSC is involved in for profit ventures.
  - a) Ensure motions regarding allocations of funds refer to financial surpluses, not profits.
- 7) Assist Chair and Officers in recording elections and election results at the ACM.
- 8) Historic Record Keeper
  - a) Manage Cloud Based Chapter Records
  - b) Maintain permanent files of correspondence and minutes of meetings.
  - c) Pass on records to successor.
    - i) Keep minutes archived
  - d) ACM Minutes
    - i) Record ACM minutes and archive for submittal to membership at the following years ACM