



PHI DELTA THETA
Become the greatest version of yourself

SECRETARY

BASIC FUNCTION:

The secretary is responsible for official recording and dissemination of all internal chapter written communication and meeting minutes. This officer is expected to work directly with the president and vice president to develop meeting agendas, coordinate the chapter's calendar, and review weekly chapter meeting minutes.

10 THINGS TO FOCUS ON AS SECRETARY:

1. Draft written meeting minutes for each meeting. Utilize the official **meeting agenda template** to accurately record minutes.
2. Develop a structure and template for meeting agendas. This includes providing a vision to officers on how they can communicate their reports in a timely and efficient fashion.
3. Build out the organization's calendar well in advance, keep records of all events, and communicate to all members in a proactive manner.
4. Utilize **MyPhiDeltaTheta** to ensure accurate contact information for all members, advisers, and constituents.
5. Serve as the point person for taking attendance at all events.
6. Support the vice president with the organization, review, and communication of all written officer programs.
7. Coordinate with the public relations chairman to develop a parent contact list to support enhanced chapter communication with the parents of all members.
8. Meet each semester with Phikeias to provide an overview of the secretary position and provide guidance on best practices to organize and facilitate an effective business meeting.
9. Collaborate with the public relations chairman and alumni secretary to review all written communication before it is distributed to chapter alumni.
10. Send written correspondence and thank-you letters to community partners and alumni throughout the year to maintain strong fraternal and alumni relations.

VIEW MORE RESOURCES AT:

<https://www.phideltatheta.org/members/resources/chapter-officers/secretary-pr-web/>
