

## **SECRETARY**

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As a Habitat Campus Chapter, we lead and participate in numerous events and need someone to keep a record of all of our great accomplishments. The Secretary keeps the chaotic life of Habitat on schedule. This position is essentially important in the improvement of the chapter. In order to know where we're going, we have to study where we've been and improve on our faults and emphasize our strengths.

### Responsibilities:

- Maintain a record of all pertinent club information including but not limited to:
  - member volunteer hours
  - attendance log of leadership board and members at meetings
  - updated contact information of the leadership board
  - completed chapter activity sheets
  - minutes from meeting
  - contact information of groups and donors
  - pictures from events
- Update club records accordingly and distribute relevant information to their respective groups.
- Record, type, and distribute official minutes of the board and general meetings to board members no later than one week after each meeting.
- Maintain and present an archive of records in a binder at meetings
- Maintain the campus chapter email and update the website calendar
- Help and provide record and materials for the End-of-the-Year presentation
- Oversee all notices given by the college, any related governmental law, rule, or regulation.