

There is a wonderful Power Point on AΔK Website for officer training:

Go to AlphaDeltaKappa.org and sign in with your login information

Click on 2nd tab Membership/click on training tools/chapter officer training workshop/secretary to watch. Feel free to watch others as they are informative and give you good insight to other offices.

When typing minutes *(on my computer) under font: go to symbols and the Δ sign is Capital D

Your main jobs:

1. Record minutes of all chapter meetings, executive board meetings, and any special meetings necessary. I used the agenda I received from my chapter president. Ask for it ahead of time so you are prepared for the topics. Include Type of meeting, date, location of meeting, and time called to order by officer presiding, names of members present, Quorum Yes or No, minutes approved, Treasurer's report current balance, name and summary of any officer's reports and committee reports, any unfinished business, new business, time you adjourned, signed by (your name), Recording Secretary.

Take attendance at each meeting so you can fill in form H-114.

Take clear and brief notes to type up later. The sooner the better so you remember.

Be sure any motion has verbatim wording. It is always a good idea to read it back to the group before they vote. Include the name of the person making the motion and the person who seconds it.

Send the minutes to your chapter president for approval or additions before sending them out.

Send them out to your membership right after president's approval and to the State President CherylSigelADK@yahoo.com. Cheryl uses the minutes to fulfill the goals set for Kansas during this biennium so be sure to add her to your email list!

2. Present minutes at each meeting. You can read them or to save time at the meeting, send them out and ask for any corrections or note any feedback. Send it in a form that can be opened and read by everyone. Vote to accept the minutes "as read" or "as corrected" at your meetings.
3. Complete form H-114, Annual Chapter Highlights Summary, with your chapter's president or president-elect by June 30th. You can use a copy of the form and fill it out as the year goes along. Submit it online on the website under documents & forms.
4. Maintain a current record of members names, addresses, and email addresses to send out minutes. Update this list as needed.
**IF YOUR CHAPTER DOES NOT HAVE A CORRESPONDING SECRETARY: these are some other jobs your president may ask you to do.
5. **Handle correspondence. Your president may ask you to send cards, notes, letters, or invitations to members of AΔK.
6. **Read any correspondence at the president's request at your meeting.
7. ***Send a copy of your chapter's yearbook or programming schedule, once it is finalized, to the State President in September. *** In most chapters, the president-elect, who sets the programming and does the yearbook, will send out the yearbook when it is complete. Just be clear at the chapter's planning meeting who is responsible for doing this.
8. Treasure the opportunity to serve your chapter, enjoy each experience, and cherish the friendships you make.