

# Volunteer Chapter Role Description

## Secretary

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### Role Description

Elected volunteer responsible for preparing, maintaining, recording and circulating all records, correspondence, notice of meetings, minutes of meetings and related affairs of the chapter.

### Roles and Responsibilities

*In order of importance*

- Record, edit, maintain and distribute meeting minutes.
- Coordinate and distribute board meeting agendas to board members.
- Attend all board of directors meetings.
- Maintain custody of the approved bylaws, articles of incorporation, charter agreement and amendments thereto, board policies, committee charters and all other nonfinancial records for chapters.
- Notify membership within the period stated in the chapter bylaws before each chapter membership meeting.
- Provide announcements and notifications to membership, directors, auditors and members of committees.
- Receive and dispatch general correspondence.
- Provide records to members and outside organizations that request information.
- Attend chapter membership meetings and events as needed.
- Provide support for membership communication.
- Prepare for, procure and distribute chapter stationery and other printed materials.
- Attend and support the CPCU Society Annual Meeting and Leadership Summit.
- Develop and implement a succession and transition plan.

### Role-Specific Skills

*In order of importance*

- Ability to scribe and record minutes
- Agenda and meeting coordination
- Exceptional composition and grammar
- Knowledge of CPCU Society bylaws and mission and of the insurance industry
- Proficient in email communications
- Knowledge of records retention requirements
- Proficient in copywriting, editing and proofreading
- Proficient use of Microsoft Office tools, including Word, Excel, PowerPoint, Adobe Acrobat and Outlook
- Parliamentary procedures (for example, Robert's Rules of Order)

### Leadership Skills

*In order of importance*

- Active listening
- Excellent communication
- Facilitation
- Time management
- Organization