

Section 4: **SECRETARY**

- Responsible for recording minutes, resolutions, votes and other note worthy events.
- Responsible for distributing documents required by other officers and re-certification certificates.
- The custodian of the meeting minutes and ballots.
- Shall work with the Director of Projects.
- Responsible along with the Director of Membership to ensure the Chapter Roster is kept up to date with Current Membership
- Has one vote in all Chapter elections and Chapter business.