

# DELTA CHI

FRATERNITY

## OFFICER DESCRIPTION: "C" - SECRETARY

### FROM DELTA CHI LAW:

- Exercise the powers usually exercised by the secretary of an organization.
- Keep and record accurate minutes of each meeting of the chapter.
- Send to the Headquarters Office, within three (3) days after each chapter meeting, a report of such meeting on the uniform blanks provided by the Headquarters Office, giving a full and accurate account of the proceedings of the chapter since the last report.
- Register on the Personnel Record Form provided by the Headquarters Office the full name, class, age, and residence of each initiate and maintain such forms in the permanent records of the chapter.
- Transmit prior to such initiation a copy of such data to the Headquarters Office on the said Personnel Record Form.
- Conduct the official correspondence of the chapter.
- Keep and preserve all the records, books, documents, and activities of the chapter.
- Report to the Headquarters Office by October 15 and February 15 of each year and on forms provided by the Headquarters Office, the name of each member of the chapter who was registered in college.
- Perform such additional duties of the office of "C" as are set forth in Fraternity publications.

### WHAT DOES THAT ACTUALLY MEAN?

- Submit [Chapter Meeting Report](#) (CMR) form to the International Headquarters Office within three days of every chapter/provisional chapter meeting.
- Make agendas for all chapter/provisional chapter meetings to be shared with members prior to the meeting, and distribute meeting minutes to members after each meeting.
- Provide the results of any officer elections to the campus Fraternity/Sorority Advisor, Interfraternity Council, "BB" - Chapter Advisor, Alumni Board of Trustees (ABT), Housing Corporation (if applicable), and International Headquarters Office.
- Provide a contact list of ABT and House Corporation (if applicable) members to the International Headquarters by December 1 each year.
- Complete and submit the [Grade Verification Form](#) for all new associate members and add them to the chapter/provisional chapter roster via MyDCHI.
- Submit Initiation Application a minimum of two weeks prior to a ceremony.
- Update membership status and roster of members via MyDChi by October 14 and February 14 each year, including inactive status or removal of graduated members.
- Keep and preserve all records, books, documents, and archives of the chapter/provisional chapter.
- Chair the Awards Committee and meet regularly with your ABT Advisor.
- Meet with Interfraternity Council Secretary or other campus governing council peer officers as needed.
- Attend annual officer transition retreat and chapter retreat.
- Work with fellow chapter/provisional chapter executive board officers to develop action plans for the chapter/provisional chapter.
- Prepare and organize transition materials, and save all materials to an online cloud/database prior to transition.
- Attend the January Regional Leadership Academy event.
- Support member completion of the annual Membership Experience Survey in February.
- Support the submission of the Mid-Year Chapter Operations Assessment, due November 30 each year.
- Support the submissions of the Chapter Operations Assessment and IHQ Awards submissions, due April 30 each year.
- Attend applicable risk management webinars.