



## **ABT SECRETARY DUTIES:**

### **ADVISING AND SUPPORT**

- Serve as Secretary of the Alumni Board of Trustees, maintaining all records.
- Take meeting minutes and distribute after all ABT meetings.
- Keep and maintain the ABT bylaws.
- Prepare and maintain contact list of all ABT members, Fraternity/Sorority Life office, and other relevant stakeholders.
- Directly advise the “C” of the undergraduate chapter and support general chapter administrative operations and procedures.
- Understand all deadlines and filing requirements of the chapter, including ensuring that the Chapter Meeting Report is regularly and accurately submitted.
- Maintain contact with the Vice Regent and the International Headquarters.

### **ADMINISTRATIVE OVERSIGHT**

- The ABT Secretary is a suggested position within the establishment of an Alumni Board of Trustees, but is critical to its success and function.
- Work with the chapter to ensure that they are achieving Delta Chi minimum standards.
- Provide guidance to operations as prescribed in Delta Chi Law related to financial powers, academic standards, recall of officers, and membership status or expulsion.
- Complete the Advisor & Volunteer Training onboarding modules in the Learning Management System (accessible via MyDChi).
- If available, attend the January Regional Leadership Academy event or support chapter member attendance and minimum required delegation size.
- Support member completion of the annual Membership Experience Survey.
- Support the submission of the Mid-Year Chapter Operations Assessment and the Chapter Operations Assessment and International Headquarters Awards submissions.