

# HESNI

## *Chapter Secretary*

### *(Chapter Officer / Executive Board)*

**PURPOSE/OBJECTIVE:**

To document chapter business and facilitate the dissemination of communication regarding chapter business to the Board and general membership at large

**LENGTH OF TERM:**

One Year- This position will be elected annually

**NUMBER OF TERMS (ODD/EVEN):**

Currently not limited by chapter bylaws

**HESNI BOARD DUTIES & RESPONSIBILITIES:**

- Attend and participate at HESNI Board meetings and events
- Member in good standing with HESNI (required)
- Member in good standing with ASHE (recommended)
- Act in a manner demonstrating ethical behavior
- Keep the minutes of all Board meetings and record all decisions made
- Send Board meeting minutes of the previous meeting to the board
- The Secretary will assist with all correspondence concerning the Corporation
- The Secretary shall be the named business correspondent to ASHE as it pertains to annual filings and reporting
- The Chapter Secretary is currently named the State of Illinois Agent for the organization

**COMMITTEE DUTIES & RESPONSIBILITIES:**

- This position manages no committee, however, the secretary position serves on committees as assigned
- Serve as member of the Executive Board
- Send notices concerning meetings, conferences, seminars, and all other pertinent events to the HESNI membership
- Keep the minutes of all HESNI meetings and record all decisions made
- Other duties may be added or changed as voted upon by the Board of Directors

**OTHER:**

Skills required:

- Dependability
- Organizations Skills
- Commitment and genuine interest in the organization