



The Honor Society of Phi Kappa Phi

Auburn University Chapter

Secretary

Description: The Secretary is responsible for maintaining records for the chapter. It shall be his/her duty to keep and publish minutes of chapter and Executive Committee meetings, to maintain correspondence and other files related to National and affairs of the chapter.

Primary Responsibilities

- Record and present minutes at all Executive Committee Meetings.
- Record and present minutes at all Business Meetings.
- Submit minutes to President for review within one week of meeting date.
- Send revised minutes to President one week prior to scheduled meeting for the President to copy and bring to meeting.
- Maintain historical records/notebook of all minute meetings.
- Maintain historical records/notebook of all handouts provided per meeting.