



Secretary Duties

This document outlines the duties of the Chapter Secretary according to Phi Sigma Pi's National Constitution. It should be noted, however, that this document is not all-inclusive. Additional duties may be assigned by the Chapter or sheltering institution.

The Secretary shall:

- A. Keep a record of all proceedings of the Chapter and Executive Board meetings of the Chapter and enter such minutes in a permanent record;
- B. Be responsible for the distribution of the minutes to the Executive Board before the next regularly scheduled meeting and have the minutes available for review by the membership of the Chapter;
- C. Be responsible for all correspondence pertaining to the Chapter and correspondence distribution to those designated;
- D. Preserve, supply and submit all National and Chapter forms, documents, records, the National Constitution, Chapter Bylaws, The Ritual Ceremonies Book, and other documents and supplies;
- E. Submit to the National Office the most up to date Chapter Bylaws with the Form 110 every semester or quarter;
- F. Be responsible for the attendance records of the Chapter;
- G. Maintain for the Chapter the approved Fraternity Roll Book requiring the signatures of all Members at the time of the Member's Induction. All Members shall be numbered sequentially in the Chapter Roll;
- H. Be responsible for compiling and submitting all required Membership lists and other required affiliation documentation to the appropriate divisions of the sheltering institution
- I. to ensure continued affiliation;
If necessary, choose, with the approval of the Executive Board and a majority vote of the Active Members present at a regular meeting, an Assistant Secretary to aid in performing the duties of the office;
- J. Preside over the meetings of the Chapter in the absence of the President and the Vice President;
- K. Be a voting Member of the Executive Board.

Phi Sigma Pi National Constitution (Article XI, Section 7)

The list of required forms and deadlines can be found at phisigmapi.org/duedates.

Email pspoffice@phisigmapi.org if you have any questions about what is due or issues with the Chapter Admin Portal.

Check out the Secretary Resources under "Officers" at phisigmapi.org/resources for tools to help you excel in your role as the Chapter Secretary.

- Chapter Business Meeting Templates
- General Officer Duties and Responsibilities
- Member Information Form



Secretary Duties

The Secretary is responsible for keeping official record of all Chapter Meetings and Executive Board Meetings. Meeting minutes should include, but are not limited to, the following:

- Meeting attendance
- Highlights from the Officer/Chair reports
- Old business motions, including Members who move and second
- New business motions, including Members who move and second
- Outcome of any vote or election
- Items tabled for a future meeting

All meeting minutes should be stored securely in electronic Chapter records and distributed to the Executive Board within 48 hours following the meeting. Members should be able to access and review the minutes no later than 48 hours prior to the next meeting. They may be released on a Chapter website that is accessible only to Members or emailed from the Secretary account.

The Chapter Secretary should have the most updated copy of the following documents:

The Ritual

National Constitution

National Operating Policy

Chapter Bylaws

Chapter Operating Policy

Chapter Risk Management Policy

Robert's Rules of Order

All National documents are available in the Resource Center and should be accessible during all Chapter Meetings and all Executive Board Meetings.

The Secretary is responsible for corresponding with the National Office, sheltering institution and other Chapters via the official Secretary email account.

It is the Secretary's responsibility to disseminate relevant information to Chapter Members to maintain transparency and ensure that all appropriate parties are well-informed.

The Secretary will also assist the President in ensuring that the Chapter maintains recognition with the sheltering institution.

Corresponding and Recording Secretaries

Especially for large Chapters or those with many Members interested in holding positions, it may make sense to divide the Secretary duties between two positions. In general, the Corresponding Secretary will deal with correspondence on the part of the Chapter, including collecting information and filing reports with the National Office. The Recording Secretary will take meeting minutes and manage Chapter records, including Member information.