

Leadership Expectations – Secretary**Duties assigned:**

1. Keep the minutes of all meetings.
2. Send a copy of minutes to the National Headquarters, Coordinator of Collegiate Development, chapter advisors, and the local alumni president by the 10th day of each month.
3. Maintain chapter inventory of postage stamps, envelopes, letterhead and other supplies as needed.
4. Maintain a directory of all chapter members and their home addresses, school addresses, email addresses, telephone numbers and other necessary information and submit to the National Headquarters as required.
5. Place notice of special meetings on bulletin boards and/or mailboxes.
6. Perform all duties specified by the articles of incorporation of the chapter and state statutes relating to non-profit corporations.

***Right on Target* duties assigned:**

1. Submit a copy of the minutes of all meetings to the National Headquarters and Coordinator of Collegiate Development by the 10th of each month (Sec. 1.3).
2. Attend the chapter retreat and submit an officer goal statement (Sec. 7.2).

National Forms

All National forms are distributed to the chapters at the beginning of the school year. Forms can also be downloaded from the National website at www.betasigmapi.org.

- Complete the **Chapter Officers Form** and submit to the National Headquarters. Keep the National Headquarters up-to-date when elections are approaching and when there is a turnover on your chapter's executive board.

Other Expectations

1. Understand and use parliamentary procedure.
2. Understand and use rituals of the fraternity.
3. Understand and enforce the National risk management policy.
4. Attend all fraternity sponsored events.
5. Identify and maintain at least two office hours per week.
6. Be familiar with all the duties and expectations of all other Chapter Officers.
7. Maintain an up-to-date officer file.
8. Complete an End of the Term report.