



## Chapter Secretary Duties

1. Chapter Secretary shall be responsible for recording the minutes for each Chapter meeting.
  - a. Shall send a copy of minutes from each meeting to all Chapter officers and House Presidents.
2. Shall complete and send a copy of House Activity Report to Outreach worker for your area.
3. Shall complete and send a copy of Monthly Chapter Activity Report to World Services Office.
4. Shall complete and send a copy of Annual House Summary Report to World Services Office.