

HOUSING SERVICES COMMITTEE



Secretary

HSC SECRETARY

The Secretary must be a resident of a particular house and shall serve a term of one year and may be re-elected to one additional term

Secretary Duties:

1. Record accurate minutes of each HSC meeting.
2. Keep a log of all HSC meeting minutes
3. Mail or Email out copies of minutes to all area houses.
4. Mail out any public relations correspondence and letters of appreciation.
5. Keep an archive of all HSC Meeting Minutes.

Date:	Start Time:	Meeting Purpose:	
HSC OFFICERS		HOUSES	
Chairperson		CHAPTER	CHAPTER
Vice Chairperson			
Secretary			
Treasurer			
Events			
Fundraiser			
Presentations			
Guests:			
		CHAPTER	CHAPTER
Absent:			
SECRETARY REPORT			
Approval of Minutes as Read? Y N <u>Corrections:</u>			

TREASURER REPORT			
Beginning Balance:	Total Deposits:	Total Expenses:	Ending Balance:
\$	\$	\$	\$
Expense Detail:			
Comments:			

HSC VICE/AND CHAIRPERSON REPORTS

CHAPTER HSC CHAIR REPORTS	
<u>Chapter:</u>	<u>Chapter:</u>
<u>Chapter:</u>	<u>Chapter:</u>

EVENTS CHAIR REPORT

FUNDRAISING CHAIR REPORT

PRESENTATIONS CHAIR REPORT

OUTREACH REPORT	

OLD BUSINESS	
Action Items to Follow-Up On:	

Action Items to Follow-Up On:

NEW BUSINESS	

Time Adjourned:

Secretary Signature _____