

Last revised by Gary Davis – 7/27/11

Jefferson City Chapter
Missouri Society of Professional Engineers
Secretary Duties
July 2011 to June 2012

Chapter Meetings

- o Bring Name Tags
- o Bring Attendance Sheet
 - o Keep a copy for records
- o Bring Lunch Vouchers
- o Bring Flyer for Lunch Costs
- o Make sure meeting location is set up prior to members arrival

Board Meetings

- o Bring Attendance Sheet
- o Present last month's board meeting minutes
- o Take meeting minutes
- o Keep copy of agenda and meeting minutes for records

General Duties

- o Check PO Box (once a month and bring mail to Board Meetings)
- o Provide Sign-in sheets for socials
- o Order name tags from Marla Day when necessary
- o Create Chapter Monthly Newsletters
 - o Send to Marla Day each month for her to send a blast email to all members
 - o Newsletter is currently taken care of by the Chapter Newsletter Editor