



Chapter Secretary Duties and Responsibilities

Job Description

- Keep the minutes of all chapter leadership, committee and special meetings.
- Maintain all official chapter records, including minutes, newsletters, and other official correspondence.
- Complete and promptly submit monthly reports using the online chapter activity reporting feature.
- Promptly notify ASIS Headquarters of results of the annual election by submitting the Annual Chapter Officer Questionnaire by Dec. 10.
- Ensure all necessary correspondence representing the chapter is handled in a timely manner, including, but not limited to Thank You notes to speakers, presenters, special assistance.
- Submission of articles and news regarding chapter activities and events to ASIS Dynamics.
- Submits minutes of the chapter meetings to the newsletter or website each month.

Tools Required

- ASIS Policy & Procedure Guide - Sections 3000 & 4000 – Region and Chapter Operations.
- ASIS Strategic Plan for current year.
- Current Chapter Goals as defined by the RVP Group.
- Access to online resources and tools available through the ASIS Website.
- Time management tool, either manual or automated, to remain aware of schedules and deadlines related to assigned activities.
- Records management tool, either manual or automated, to maintain data related to your chapter. (e.g. membership rosters, meeting attendance, etc.)
- Working knowledge of the ASIS Region and Chapter Business Intelligence Tool in order track chapter performance and goal progress.



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Skill Sets Required

- Performing responsible secretarial and clerical work requiring independent judgment with speed and accuracy.
- Take responsibility for the compilation and organization of reports and archive information pertaining to the chapter.
- Computer skills and the use of standard communication software and use of the internet.
- Strong writing capabilities for e-mails, reports, minutes.
- Composing correspondence on own initiative. Ability to take simple notes during meetings.
- Experience in proofreading, statistical and record keeping principles and procedures.
- Self-starter and self-motivation traits.
- Good organization skills. Understanding of standard filing, archiving, of documents and papers.
- Knowledge of ASIS International organization, to be able to obtain and provide support as requested/required.
- Time management skills, to be able to organize/fulfill responsibilities within required timeframes.
- Good general knowledge of chapter operations and Society bylaws, policies, and procedures.