POSITION PROFILE - SECRETARY

KEY SKILLS	• Ability to collaborate with various stakeholders • Attention to detail • Administrative skills • Calendar building skills • Record keeping
KEY RESPONSIBILITES	• Internal communication and external correspondence • Keeping records of meetings and attendance • Managing your chapter's calendar • Overseeing the chapter's adherence to Phi Sigma Sigma and campus recognition and accreditation requirements • Overseeing the chapter's use of OurHouse • Submitting chapter minutes on OurHouse after each meeting
KEY PARTNERS	• Executive Board • Advisory board • Phi Sigma Sigma HQ staff
A SECRETARY IS NOT...	• Just a note taker • Just the roll caller
TIME COMMITMENT	• Consistent tasks/work throughout the year

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