

**Secretary Duties Checklist
June 2014**

Activity	Frequency	Timing
Board of Director meeting notes	Monthly	2 wks
Produce & email preliminary & obtain virtual approval		
Make corrections & publish final version ¹		1 wk
Chapter ByLaws - update as requested by BOD	Annually	1 month
CPA/C-Bar	Annually	by 7/31
Complete Planning tab and assign responsibilities		by 10/1
Begin collecting electronic documentation		by 12/1
Review for first pass and ID outstanding items		by 3/1
Review for outstanding items and send reminders		by 6/1
Complete submission and review with President		by 7/15
Submission to SE District Rep		By 7/31
¹ <i>Include webmaster for posting to website</i>		