

Secretary Information Checklist June 2014

Highlights:

- The Secretary is responsible for keeping all chapter records
- The position is one of the Officers of the chapter
- The CPA/C-Bar submission is the most complicated part of this role
- Get the chapter to use the logo on all the correspondence they send out
 - *Good luck with this!*

Monthly:

- Prepare Agenda for the Board of Director's Meeting if the President has not already done so.
- Take Meeting Notes and publish (via email) a draft within 2 weeks of the meeting
- Once approved, publish a Final version of the meeting notes
 - Send to all the Board members
 - Send to the webmaster for publication on the website

C-BAR:

- Download the copy of the CPA/C-Bar manual from APICS, and the latest version of the Excel workbook.
 - Become familiar with the differences between CPA and CBAR requirements
- Prepare a "folder" system on your computer to keep the information as it comes in throughout the year.
- To coincide with the new program year, and the Strategic Planning process, complete the "Planning Tab" of the workbook
 - Prepare the Board for the CPA/CBAR requirements in each area
 - Assignments based on Board member responsibility
- In January/February timeframe, provide an update to the Board
 - What is still required for the balance of the year
- March Activities:
 - Start preparing a list of outstanding items and who is responsible
 - Include as part of the Board Meeting status updates
- June Activities:
 - Send emails to remind the Board members of outstanding items and due dates.
 - Due every week or every other week.
- July activities:
 - Follow-up to make sure you get all the appropriate information
 - Membership Retention numbers come from HQ and are usually the last thing you get.
 - Financial statements and audit are required and can't be prepared before the end of the fiscal year (June).
 - You will need to stay on top of people for this
 - Submit the entire CPA/CBAR package to the SE District Chapter Representative by the appropriate deadline.

Other:

- Any other duties the chapter President needs you to provide. This may include:
 - Preparing Power Point presentations for Chapter Meetings
 - Attending SE District meetings
 - Order appropriate chapter materials (get chapter billing #).
 - Updating of chapter documents (SOPs, Bylaws, etc.)