[INSERT CHAPTER LOGO HERE]

**Sample Chapter Leader Position Description: SECRETARY**

**Position Summary:** Take minutes of chapter meetings, provide notice of meetings and general correspondence. Maintain chapter records and history.

**Time Commitment:** One year

**Estimated Time Requirements per month:**

* Board meetings: 1 hour plus travel time
* Monthly chapter meetings: 2 hours plus travel time
* Communicating with global ACRP and fellow leaders: 2-4 hours

**Responsibilities:**

* Upon the advice of the president, the secretary should issue notice of officer and board of directors' meetings. After consultation with the president, the secretary could prepare copies of the agenda for such meetings.
* Maintain a record of attendance and prepare the minutes of all officers' and directors' meetings and regular chapter meetings.
* Keep an up-to-date roster of names and addresses of all chapter members.
* Distribute to the membership all meeting announcements, newsletters, and other information.
* Transmit all necessary annual election information to the membership and advise ACRP.
* File and maintain the following chapter records:
	+ Those original chapter bylaws and dated copies of each amendment to those bylaws.
	+ A list of current officers, committee members, and general membership.
	+ Copies of all chapter publications.
	+ Approved and signed minutes of all board of directors and membership meetings.
	+ Chapter Charter
	+ Legal documents such as IRS Letters of Determination, Articles of Incorporation
* Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
* Represent the chapter in the clinical research community.
* Attend all monthly membership and board of directors meetings.

**Requirements:**

* Demonstrated skills in typing, word processing, record keeping, and administrative processes
* Possess an ability to pay close attention to detail
* Ability to build, motivate, and lead chapter volunteers where needed
* Skilled in verbal communication, diplomacy, personal interaction, and problem-solving
* Ability to plan, organize, and evaluate activities required by the position
* Ability to complete projects within established timeframes
* Time available to fully participate in chapter and board meetings, and represent the chapter regionally and nationally
* Member of ACRP and chapter