



ZETA PSI FRATERNITY

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Zeta Psi Officer Duties

Sigma - Secretary

Description:

- The Sigma is the chapter's secretary. He primarily records the details of your chapter's meetings and facilitates communication throughout the chapter.

Responsibilities:

- Compile clear and complete minutes of each chapter, officer's, and Supreme Council meetings. Minutes should be distributed electronically to their appropriate audience and stored on a drive/server accessible to the chapter. Content should be written in an appropriate tone under the assumption that will be read by the general public.
- Maintain the chapter calendar of events, meetings, and applicable due dates. Coordinate with other chapter officers and chairs on a weekly basis to keep calendar up to date.
- Record the attendance of chapter members at all meetings and applicable activities. Attendance record should be distributed to the Supreme Council for disciplinary purposes (if needed) and stored on a drive/server accessible to the chapter.
- Store up to date versions of the chapter's Constitution, By-Laws, and chapter policies on a drive/server accessible to the chapter. Make changes to the stored copies as directed.
- Collaborate with the chapter's Delta to maintain accurate communication lists (e.g. brother's e-mail address, phone numbers, Facebook pages, etc.).
- Maintain a back-up of all communications, minutes, and chapter documents on an external hard drive. Drive should be safely stored in the chapter house.
- Supervise the ChapterSpot (chapterspot.com) roster process adding the complete and accurate records of all members and new members with complete name, address, phone, e-mail, chapter letters, and dates of initiation properly recorded in the system.
- Lead a transition discussion with brothers interested in running for the office of Sigma. Following his election, lead a sit down reviewing the role's weekly and yearly responsibilities prior to the end of the term.

Recommended Tools:

- "Google Product Suite": for the storage and sharing of chapter documents and calendars (e.g. Drive, Documents, Calendar).
- "Slack" (slack.com): for the facilitation of chapter communications.