

# NARPM CHAPTER SECRETARY

## Job Description

**Function:** To enhance the foundation for a long-term, sustainable chapter by outlining and implementing the policies, procedures, and structure needed to maximize the benefit of NARPM association. To maintain the official records of the chapter.

### **Duties/Responsibilities:**

1. Utilize resources provided by national at [www.narpm.org](http://www.narpm.org) under the Chapter Resources tab. Be sure to read each position description and browse through the chapter leadership section of the web site.
2. Maintain the official records of the association.
3. Record the minutes of the organization's board meetings.
4. Provide the member sign-in sheet for membership meetings and file.
5. Send out meeting notices by broadcast fax or broadcast email.