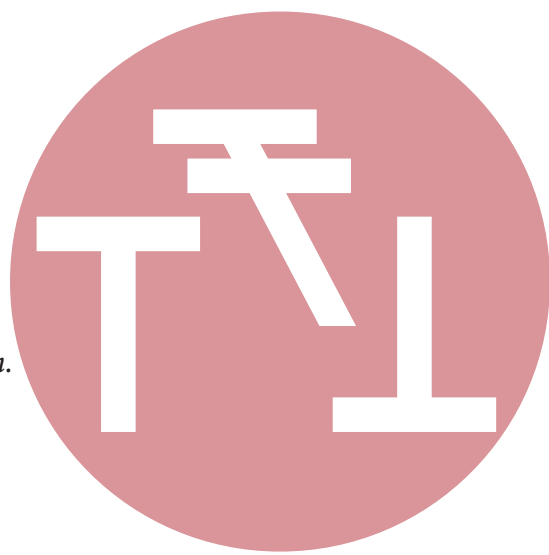


# SECRETARY

*Officer Resource Manual*

**PHI SIGMA KAPPA**

*Timeless. Truth. Tradition.*





## RESPONSIBILITIES

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- Prepares the minutes of all chapter meetings on the proper form for official chapter Minutes in accordance with the Conduct of Meetings Ritual.
- Handles all chapter correspondence and keeps up-to-date with correspondence and keeps an up-to-date correspondence file.
- Completes the Opening School Report on Officer Portal.
- Completes the Closing School Report on Officer Portal.
- Completes and forwards all Conclave and Shonk Leadership School/Convention registration forms in a timely manner.
- In the case of a request for affiliation with the chapter by a member of another chapter, the secretary shall first ascertain whether or not the man is eligible for affiliation in accordance with the by-laws of the Grand Chapter. Following the chapter's approval of affiliation, the secretary is to notify the International Headquarters of the name, address, original chapter, and year of graduation of the transfer brother.
- Keeps chapter by-laws updated.
- Update roster periodically with Grand Chapter through Officer Portal and chapter records.
- Responsible for writing the chapter news information for the Signet - Submission forms on Officer Portal (twice a year).
- Familiar with the Ritual and his part in it.
- Log on to Officer Portal once a week to ensure forms are up to date
- Register chapter for conclave and leadership school.
- Guarantees smooth transition to successor.

Here are several suggestions to help you prepare for the duties of Secretary:

1. Check chapter supplies, i.e. stationery, Holiday cards, thank-you notes, official chapter minute forms, etc. to see if you have a sufficient supply.
2. Read and become thoroughly familiar with the chapter by-laws. Pay special attention to sections on membership and affiliation. Distribution to all chapter members is highly suggested.
3. Check membership directory to see if addresses and phone numbers are current.
4. Read and become thoroughly familiar with the Grand Chapter by-laws, with special reference to Article II - Membership.
5. Become thoroughly familiar with university regulations on membership.
6. Read and become thoroughly familiar with the Ritual and the part you play within.

# CHARACTERISTICS OF AN EXCEPTIONAL CHAPTER SECRETARY

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*It is an honor to be elected secretary of a chapter of Phi Sigma Kappa Fraternity, but the position is not an honorary one. The chapter secretary must not only possess superior organizational, communication and managerial skills, he must also assume great responsibility and show honor and integrity through work and actions.*

*Most importantly, the secretary must possess the ability to lead by example in an attempt to gain the respect and confidence of his brothers.*

**Self-Discipline** - Being secretary will enable you to hold others accountable for their attendance and participation in chapter events. After all, if you as a leader do not show up, come prepared to a meeting and act responsibly in a social atmosphere, why should your members?

Other good traits for a secretary to possess:

**Organized**—Are you prepared for meetings and chapter events as well as up to date on all forms and forms that need to be turned in locally and to the national office?

**Passionate** - As a leader, you need to be excited by every opportunity to grow and change your organization.

**Resourceful**—As a chapter leader, you must utilize the resources available to you and the chapter. The Grand Chapter, your local alumni, the National Interfraternity Conference, your parents, the Greek adviser, the campus com-

munity and the community at large are resources at your disposal.

**Well-Educated**—Knowledge is power. Work to be the secretary who is well-educated on Grand Chapter, campus and community policies and procedures. Further, your knowledge of issues and information within the chapter will only increase your success in leading the chapter.

**Evaluative**—Evaluation of chapter events and programs is essential for a chapter to improve and progress. As ways of communication change it is important to adapt chapter lines of communication to mirror current trends.

## COMMUNICATION

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It is up to you to inform the Fraternity administrative office, your chapter adviser, your regional adviser, the campus Greek adviser and all other interested parties that you are now chapter secretary.

## ORGANIZATION

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An officer notebook or 'secretary's files' are essential in the continuity of a chapter. As secretary, it is important that your records are the most up to date as you are the main communication to the brotherhood of the chapter.

Possible contents of a secretary's notebook or file cabinet include the following:

- A copy of the chapter's constitution and bylaws
- A copy of the Code of Conduct Phi Sigma Kappa
- A copy of the Monthly Planner & Reporting Guide
- A list of chapter and individual officer goals and contact information
- Complete and up to date chapter roster and contact information
- Copies of paperwork associated with the position
- The Phi Sigma Kappa Risk Management Policy
- The Phi Sigma Kappa Emergency Action Plan along with the chapter's Emergency Action Plan
- Copies of chapter meeting agendas and minutes
- A copy of the chapter's master calendar for the school year
- A contact list of local alumni, university/college officials, Grand Chapter Officers, chapter and regional advisers and counselors.

## EXTERNAL COMMUNICATION

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It is important to continuously promote the name of Phi Sigma Kappa and show members of the campus and local community that you are a fraternity of honorable men. By writing brief letters/notes to various people or organizations on campus, it will only increase the perception others have of your chapter.

## TIPS FOR GOOD LETTER WRITING

1. Use fraternity stationery.
2. Your stationery should be in good taste in color and design.
3. If you do not have letterhead stationery, use a good grade of bond paper, preferably white and matching envelope.
4. Be sure the chapter's name and address is on the letter-head and envelope. If the address is not included in the letterhead, type it in the upper right or left hand corner.
5. Use an individual's full name and proper title. Stress complete accuracy. Avoid abbreviations.
6. Never use impersonal salutations — address a person by his name or title.
7. If to a woman use 'Ms.'
8. State the purpose of the letter clearly in the first paragraph.
9. Be as brief as good judgment will permit. Avoid wordiness and repetition. Brevity takes both time and thought.
10. Make your letters personal and friendly.
11. Avoid trite and archaic expressions as well as slang.
12. If you expect a reply, ask for it.
14. Be sure of spelling (especially names and titles), grammar and punctuation.
15. Letters should be signed by a person even though they may be from the general membership.

Example:

Jeffrey D. Brown

Vice President

For the Members of Phi Sigma Kappa Fraternity

### ***Types of Letters***

Letters of Welcome:

- To new students, potential new members and their parents
- To guests
- To new administration and faculty
- To distinguished visitors on your campus
- To new neighbors and businesses in your community
- To alumni new in your city

Letters of Congratulation or Recognition:

- To administration, faculty and alumni
- To parents and families of members
- To Greek organizations and other student groups
- To campus leaders
- To city officials and distinguished visitors on your campus
- To outstanding high school students in members' home towns
- To other chapters of Phi Sigma Kappa

Letters of Appreciation:

- To alumni
- To speakers, special guests and chaperones
- To faculty and administration
- To national officers and/or staff who visit you or help in any way
- To anyone who in any way, at any time, does anything for you
- To the people who least expect it, when they least expect it

Letters of Invitation:

- To potential new members and parents
- To alumni
- To faculty and administration
- To other Greek organizations, student leaders
- To international officers and staff
- To the officers and/or members of other chapters of Phi Sigma Kappa

Letters of Sympathy or Regret:

- Whenever the occasion is appropriate







