

General Officer Duties

1. Attend monthly officers meeting (usually every 4th Thursday).
2. Bring speaker ideas for Branch meetings.
3. Bring ideas for other Branch events/trips.
4. Help as needed to conduct Branch meetings/events.

Secretary Duties

1. Nametags for monthly general Branch meeting (every 3rd Thursday):
 - a) If required, make new nametags prior to the general meeting. Check the website for attendee list.
 - b) Arrive early (around 11:50) to place nametags on Treasurer's table.
 - c) After meeting, get nametags. Arrange in alphabetical order (by last name) prior to next general meeting.
2. Minutes and letter for monthly officers meeting (usually every 4th Thursday):
 - a) Go over minutes of previous meeting, if requested.
 - b) Take minutes.
 - c) Using the agenda for the meeting, add the minutes (see past examples).
 - d) Send out minutes by email to all officers and the student representative within 1 week after the officers meeting.
 - e) Prepare and send thank you letter to the previous general meeting's speaker.
3. Prepare miscellaneous correspondence as requested by the President.