

US Junior Chamber

Action Guide:

Serving as a State Secretary

The Secretary provides critical leadership, support and information to the members. Secretary reports to the State President and is a voting member of the State Executive Committee and the State Board of Directors.

The duties outlined in this Action Guide will enable a Secretary to help members find success in fulfilling the mission of the State Jaycees and US Junior Chamber, creating positive change.

The Role of a State Secretary

1. Open and Regular Communication

Preparing and sharing minutes monthly with the State Executive Committee and Board of Directors and assisting with questions about the administrative side of the organization.

2. Assessing Progress Together

Work with the chapters who have questions regarding keeping great records, putting together a newsletter, corresponding with members and businesses, sponsors, and government officials.

3. Prepared Decision Making

Participate in monthly Executive Team calls, hosted by the State President. The Secretary is expected, in advance of each Team call, to read all agenda materials provided by the State President and come prepared to the team call to discuss and make decisions and provide a report. To take minutes on the call and prepare those within a week sending them to all board members.

4. Participate in Events

Attendance at all State conventions and the board retreat/training is required. The Secretary is strongly encouraged to attend one of the National Leadership Training Universities and both National conventions but attendance is not mandatory.

5. Prepare Newsletter

Secretary will prepare or work with a preparer on a monthly newsletter for the state.

6. Respond Promptly

Reply to all received member communication (email, telephone) within 48 hours. A reply stating that you need more time for a proper response is acceptable. The point is that all member communication must be acknowledged within 48 hours.

7. Additional Needs as Requested

Secretary is responsible to assist in the overseeing our administrative records and as such will be requested to review minutes, newsletters, and all electronic and printed records.

8. Always Remember: Image is Everything

In all places and at all occasions, dress and act in a manner that reflects positively upon the United States Junior Chamber.