Jefferson City Chapter
Missouri Society of Professional Engineers
Secretary Duties
July 2011 to June 2012

Chapter Meetings
  o Bring Name Tags
  o Bring Attendance Sheet
    o Keep a copy for records
  o Bring Lunch Vouchers
  o Bring Flyer for Lunch Costs
  o Make sure meeting location is set up prior to members arrival

Board Meetings
  o Bring Attendance Sheet
  o Present last month’s board meeting minutes
  o Take meeting minutes
  o Keep copy of agenda and meeting minutes for records

General Duties
  o Check PO Box (once a month and bring mail to Board Meetings)
  o Provide Sign-in sheets for socials
  o Order name tags from Marla Day when necessary
  o Create Chapter Monthly Newsletters
    o Send to Marla Day each month for her to send a blast email to all members
  o Newsletter is currently taken care of by the Chapter Newsletter Editor