



Chapter Secretary Overview

Founders

LaShyra Escobosa
Renaë Robinson
Audrea Dickinson

National Board

LaShyra Escobosa
President

Renaë Robinson

Secretary

Audrea Dickinson

Treasure

Shantell Cherry

Membership Director

Rosita Quinones

Sgt at Arms

Masani Marks

Youth Director

Chapters

Alpha - Delaware

Beta - Georgia

Gamma - North Carolina

Delta - New Jersey

Epsilon - Baltimore

Zeta - Nevada

Eta - Texas

Theta - Tennessee

Iota - Alabama

Kappa - Florida

Lambda - Indiana

Mu - South Carolina

Nu - Virginia

XI - Pennsylvania

Omicron - Mississippi

Pi - Arkansas

Welcome to the role of Chapter Secretary in Rho Sigma Alpha Sorority Inc. As the steward of organizational efficiency, the Chapter Secretary plays a pivotal role in maintaining the heartbeat of our sisterhood. With a commitment to precision and communication, the secretary is entrusted with the crucial responsibility of record-keeping, correspondence, and ensuring seamless coordination within the chapter. Upholding the values and traditions of Rho Sigma Alpha, the Chapter Secretary is a key architect in preserving our legacy while actively contributing to the growth and unity of our sorority. This task list serves as a guide for the dedicated individual who embraces the multifaceted duties of the Chapter Secretary, fostering a vibrant and organized chapter experience for all members.

1. Maintain accurate records: Keep detailed records of chapter meetings, attendance, and member information.

2. Communication facilitator: Ensure effective communication within the chapter, including disseminating information from the national organization and coordinating with other officers.

3. Meeting coordination: Organize and schedule regular chapter meetings, including preparing agendas, distributing meeting minutes, and handling any necessary logistics.

4. Correspondence: Manage official correspondence on behalf of the chapter, including responding to emails, letters, and other inquiries.

5. Membership management: Oversee the chapter's membership roster, including updating information, processing applications, and maintaining confidentiality.

6. Event coordination: Assist in planning and coordinating chapter events, activities, and programs, working closely with other officers and committees.

7. Documentation: Keep detailed records of chapter history, accomplishments, and activities, ensuring a comprehensive archive for future reference.

8. Reports: Prepare and submit regular reports to the national organization, detailing chapter activities, achievements, and compliance with organizational guidelines.

9. Liaison with national organization: Serve as a point of contact between the chapter and the national organization, relaying information, submitting required reports, and ensuring adherence to national policies.

10. Record-keeping: Maintain a comprehensive file of chapter documents, such as bylaws, policies, and official communications.

Remember that specific responsibilities may vary based on the organization's structure and requirements.