



Why Sorority Secretaries Are So Important

Sorority Secretaries play a vital role in the success, integrity, and longevity of any organization. Often working behind the scenes, they ensure that the chapter operates smoothly, remains organized, and preserves its history for generations to come.

Guardians of Accuracy & Accountability

Every motion, vote, and decision matters. Secretaries ensure that information is recorded correctly and consistently, providing accountability for officers and members alike. Their work helps chapters remain transparent, structured, and aligned with policies, bylaws, and organizational standards.

Communication & Organization Leaders

From maintaining records to managing correspondence and documentation, Secretaries help keep everyone informed and connected. Their organizational skills support effective communication between officers, members, and governing bodies, allowing the chapter to function efficiently.

The Backbone of the Chapter

While their work may not always be visible, its impact is undeniable. Sorority Secretaries are the backbone of the chapter—supporting leadership, preserving legacy, and keeping the organization moving forward with purpose and clarity.

How Can You Support the Secretary in Your Chapter?

A Secretary's success depends on the cooperation and respect of the entire chapter. Supporting this role helps ensure accurate records, effective communication, and a stronger organization overall.

Ways You Can Support Your Secretary:

- **Be punctual and prepared** for meetings so accurate minutes can be recorded without confusion.
- **Speak clearly and one at a time** during discussions, motions, and votes to ensure information is captured correctly.
- **Submit reports, updates, and forms on time** to help maintain organized and complete records.
 - **Review minutes when shared** and communicate corrections promptly and respectfully.

- **Respect the role and its responsibilities**—understanding that documentation is critical, not optional.
- **Offer assistance when needed**, especially during large events, transitions, or high-volume documentation periods.
- **Express appreciation** for the behind-the-scenes work that keeps the chapter running smoothly.

Reflection Question:

How can you personally support the Secretary in your chapter to help preserve your sorority's legacy and ensure success for future generations?

Submit form to the National Secretary

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