

IRWA Georgia Chapter 22 Secretary

A Leadership Opportunity to Strengthen Organization, Communication, and Governance

The Chapter Secretary plays an essential role in keeping the Chapter organized, informed, and operating efficiently. This position is responsible for maintaining official records, documenting meetings, and supporting leadership communication across the organization. The Secretary helps ensure continuity, transparency, and strong governance practices while working in coordination with the Board of Directors. When financial records or reporting intersect with governance matters, the Secretary should remain familiar with the Chapter’s **Treasurer Policy & Procedure Manual** for alignment, updates as needed, and recordkeeping consistency.

Why This Role Matters

Serving as Secretary provides the opportunity to:

- Build leadership experience in governance and operations
- Strengthen organizational and executive communication skills
- Play a key role in preserving Chapter history and decisions
- Work closely with Board leadership and committees
- Help drive efficiency, accountability, and continuity

Key Responsibilities

Meeting & Governance Support	Communication & Coordination	Records Management	Membership & Event Support
Prepare and distribute Board meeting agendas with the President	Send meeting notices, reminders, and chapter updates	Maintain current officer/ contact lists	Assist with monthly chapter meetings or luncheons
Send approved minutes to Board/members after meetings.	Coordinate with Board members on deadlines and deliverables	Organize cloud folders in centralized repository on Google Drive	Co-ordinate with treasurer with registration tables/sign-in sheets
Track motions, and action items. Track votes via Election Runner software	Manage RSVP lists or attendance records for meetings	Store signed documents, reports, minutes, and historical files	Support committee chairs with communications (as needed)
Maintain bylaws, policies, and official governance records	Prepare meeting minutes and agenda	Keep chapter calendar of important chapter dates and deadlines updated	Coordinate award nominations or annual reporting documents

**** On a quarterly basis send approved meeting minutes and agenda to IRWA HQ for quarterly stipend****

Leadership Expectations

A successful Secretary is:

- Highly organized and dependable
- Detail-oriented with strong written communication skills
- Professional and discreet with confidential matters
- Responsive and collaborative with leadership teams.