
Oct 17, 2024

IEEE Seattle PES Chapter Secretary Duties – Elected Position

Secretary- Elected Position

- **Reports to:** Chair
- **Responsibilities**
 - Take minutes at each meeting.
 - Share the minutes out to membership via email no more than 2 days after each meeting.
 - Present minutes from previous meeting at each meeting:
 - Get presented minutes approved.
 - Print to PDF and put in Shared Drive.
 - Work with the Vice Chair to manage Mailing lists.

General Officer Duties

- Officers are expected to attend Executive Committee meetings. Meeting attendance is critical for knowing what is going on within the organization and what your duties are. If an officer is unable to attend, you should notify the Chair. If needed, provide a report to the Secretary for the meeting minutes.
- Assume 6-12 meetings annually.
- Representatives whose roles are specific to their representation (eg: UW Student as a UW Student Rep) should coordinate events with their organizations and the PES Seattle Chapter as co-sponsor. Meeting attendance is required.
- If any officer is no longer able to fulfill their obligations, they should let the Chair know as soon as possible so the position can be refilled.

- If it is deemed that any officer is not meeting their obligations, the Chair will reach out to them to determine the best course of action.

Officer Rotation

In general, the primary officer positions and rotations are:

Elected	Volunteer or Appointed
Chair	Awards Chair
Vice Chair	Membership Chair
Treasurer – May be appointed	Communications Chair
Secretary	University Representative
	Student Representative
	Industry Representative

- Chair rotates to Awards Chair.
- The Vice Chair has the option to rotate to Chair.
- The Secretary has the option to rotate to Vice Chair.
- There is no requirement to elect the Treasurer. Recommend using co-treasurers for training purposes.