

How To Be A TBS Secretary

Chapter Duties:

- 1) Collect materials from your predecessor. Familiarize yourself with them and organize them. Make sure to keep them for your successor, and add anything to them you think your successor may need throughout the year.
- 2) Fulfill responsibilities as listed in your chapter constitution. These duties may include a number of the following items.
- 3) Create a Roster. Be sure to include useful items on it such as name, birthday, address, phone number, AIM, email address and street address. Distribute them to your chapter members, your brother chapter members (if applicable). Recreate one each time you put a new candidate class through and at the beginning of the year.
- 4) Create some sort of mechanism to keep track of each individual's attendance at chapter events. An excel file is a handy device for such a task (make a grid). You should also make this available to chapter members (ie at meetings) so they can track their progress in fulfilling event attendance requirements (if any). Also use this to keep track of member's attendance at meetings.
- 5) Take Minutes at all meetings and publish them as soon as possible. Through email is quick and easy and getting them out fast is key because some information is time sensitive.
- 6) Distribute a monthly or weekly calendar of events. Microsoft Word has a calendar template (go to file, click new, hit the tab called "other documents", double click the calendar wizard. This may require you to install a feature, so make sure you have your Office 2000 CD or other software available. If you can't do it this way, you can also just keep a list.) Keep this up to date with all chapter events to encourage attendance.
- 7) Set up a list-serve for your chapter (unless one already exists). You can create one for free at www.yahogroups.com. This allows for actives to correspond freely with each other very easily. Encourage a lot of member communication through the list-serve.
- 8) Send reminders through the list-serve. Send lots of them.

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District Duties

- 1) Send out a chapter roster to the district secretary every time a candidate class is put through and at the beginning of the year.
- 2) Make sure you are on the Western District List-serve. This is the way a lot of district information is distributed. You may want to encourage your actives to be on the list-serve also.
- 3) Participate in TBS Tuesday. Do this by sending an update to the District Secretary-Treasurer via email on the first Tuesday of each month. You will receive a follow up email on the following Friday. This is a good opportunity to exchange information and ideas with other chapter secretaries in the district and ask questions to the District Secretary-Treasurer.
- 4) After each convention, one of the responsibilities of the new District Secretary-Treasurer is to send out a roster of district officers and other contact people and their contact information. Keep a copy of this in your files, and feel free to distribute it to your chapter. District Officers exist to serve your needs and are free at any time to field questions and help solve problems. If you do not receive this information, send an email to the District Secretary-Treasurer requesting it.
- 5) Correspond with other chapters nationally and in the district. A good way to do this is to pick a district and send cards to every chapter in that district. (Like the Adopt-A-District Program that used to exist.) This is a good way to meet new people and find out how TBS works in other parts of the country.