

FMA Officer Descriptions and Duties

Secretary

The secretary conducts all correspondence with chapter members and the FMA office. Specific responsibilities may include:

- Maintaining the chapter's constitution and by-laws.
- Preparing and maintaining the minutes of all meetings.
- Arranging for the distribution of announcements to chapter members, the board of directors, faculty, and business contacts.
- Conducting the chapter elections.
- Attending all chapter meetings.
- Recording attendance at all meetings.
- Submitting the paperwork necessary to obtain the Superior Chapter designation.