**STATE SECRETARY DUTIES**

**(updated 8 February 2024 - Terri Hale)**

**State Secretary Duties – Other than outlined in the Constitution and By-Laws**

It shall be the duty of the Secretary to conduct all correspondence of the Council. The Secretary shall maintain a roster of Indiana Chapters, City Councils, Past State Presidents, WOY, Officers, Committee Chairpersons, and Event Chairpersons with current mailing and email addresses, and phone numbers.

The State Secretary’s term will begin at the Sunday brunch/lunch at Convention, but these minutes will be sent to the retiring Secretary to be included in the Convention minutes.

1. All minutes need to be sent to the Executive Board for approval and proofing, prior to being sent to the membership.
2. It shall be the duty of the Secretary to present her bills to the State Treasurer at an Executive Board meeting.
3. The first page of all minutes shall be prepared on the official State Stationery provided by the President. Pages should be numbered. Minutes need to be signed by the Secretary (can be signed electronically).
4. The minutes shall be emailed within three (3) weeks of each State meeting to the following:
* International Office
* Past Presidents
* Each Chapter listed on the roster
* Each member of the Executive Board
* Standing Committee Chairwomen (FHA, State Project, Lamplighter, Ways and Means, Membership, Website, each Webmaster, State Day Chairwoman, State Fun Day Chairwoman, State Council Day Chairwoman, State Advisory Committee and Convention Chairwoman – current and following year)
1. The minutes shall also be sent to the website committee to be posted on the Indiana Beta Sigma Phi website.
2. State Event Registration Forms may be posted to the Facebook page.
* NOTE: ONLY **FALL** AND **SUMMER** EXECUTIVE BOARD MEETING MINUTES ARE SENT TO THE MEMBERSHIP. ALL OTHER BOARD MEETING MINUTES NEED TO BE DISTRIBUTED TO THE OFFICERS ONLY.
* THE FINANCIAL REPORT SUBMITTED BY THE SECONDARY STATE PROJECT COMMITTEE FOR THE LAMPLIGHTER MEMORIAL FUND IS **NOT TO BE INCLUDED IN THE MAILING**. A COPY OF THE FINANCIAL REPORT WILL BE PROVIDED TO THE PRESIDENT AND THE SECRETARY TO BE RETAINED FOR RECORD­KEEPING PURPOSES. (EFFECTIVE 6/26/2021)
* THE ADVISOR IS NOT A VOTING BOARD MEMBER AND SHALL NOT MAKE A MOTION OR SECOND A MOTION.

# MAILINGS/WHAT TO INCLUDE:

FALL BOARD MEETING (EMAIL ONLY)

* Fall Board Meeting Minutes

STATE COUNCIL DAY REGISTRATION

* State Council Day Registration Packets – (the event host will have the option to have these emailed or mailed. If mailed, the event host is responsible for all copies and postage)

STATE COUNCIL DAY

* \*If mailing hard copies to those without email, include a copy of the Fall Board Meeting Minutes (after approved by Board)
* State Council Day Business Meeting Minutes
* Any Financial reports from any State Function
* Financial reports from the State Treasurer
* Dues Statement and change of address forms
* Any guideline changes from any State Committee
* Any other information obtained from State Committees
	+ State Project will have table sponsor forms and auction forms and should have enough copies to include in the mailing

STATE DAY REGISTRATION

* State Day Registration Packets – (the event host will have the option to have these emailed or mailed. If mailed, the event host is responsible for all copies and postage)

STATE DAY:

* State Day business meeting minutes
* Financial reports from State Treasurer
* Any financial report from any State function
* Letters of nomination

STATE CONVENTION REGISTRATION

* State Convention Registration Packets – (the event host will have the option to have these emailed or mailed. If mailed, the event host is responsible for all copies and postage)

SUMMER BOARD MEETING (EMAIL ONLY)

* Summer Executive Board Meeting Minutes

STATE CONVENTION:

* \*If mailing hard copies to those without email, include a copy of the Summer Executive Board Meeting Minutes
* State Convention Business meeting Saturday afternoon, Saturday night awards and Sunday’s installation of officers.
* Financial report from any State function
* Financial reports from State Treasurer
* State Council Dues Sheet

STATE EVENT REGISTRATION MAILINGS:

* All registrations packets have to be approved by the President before they are mailed/emailed.
	+ If hard copies are mailed, the host chapter is responsible for all copies, envelopes, and postage.
	+ Advise the State Function (as soon as possible) the total cost of postage so that it can be included in their budget.
	+ Submit your bill to the State Treasurer for reimbursement.
	+ The State Function will need to write a check to the State Treasurer for the cost of the mailing

**Things to Remember with hard copy mailings:**

* Envelopes cannot be any larger than 6x9 and no clasp.
	+ Self­adhesive envelopes or non­adhesive envelopes may be used, but they do need to be sealed.
	+ Have the postal office weigh the envelope with all documents included to ensure proper postage is applied.
* Prepare labels:
	+ State Secretary’s return address
	+ Labels for all those included on the roster mailing list.
	+ Prepare a label designating the mailing (i.e. State Convention minutes, State Council Day registration, etc. This label affixes to the envelope to the left of the recipients’ address.

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