



**Position Title:** Convention Secretary

**Position Summary:**

The 2022 convention secretary will support the Fraternity in maintaining accurate and complete records of the business meetings that occur during convention. She will communicate with staff and volunteers coordinating the national chapter meetings and will chair the Minutes Approval Committee.

**Term:** November 2021 through August 31, 2022

**Essential Role Responsibilities:**

- Attend 2022 National Convention, including early arrival for meeting rehearsal
- Publicly address the convention body for tasks such as calling the roll of the voting delegates, reading pertinent passages from the governing documents, making general announcements, etc.
- Document all business proceedings at national chapter (business) meetings, keeping an accurate record of the actions of the convention body
- Prepare accurate, complete and concise minutes for the national chapter (business) meetings
- Participate in training webinars and live sessions associated with the national chapter meetings
- Communicate with key stakeholders in the national chapter meeting, such the members of the National Council, parliamentarian, Legislative Committee chair, Credentials Committee chair and the Courtesy Resolutions Committee
- Chair the Minutes Approval Committee

**Working and Reporting Relationships:**

The convention secretary will serve as a member of the National Chapter Meeting Committee. The secretary will report to the National Chapter Meeting Committee chair, communicate with key stakeholders for the national chapter meetings, work with headquarters staff and other volunteers, and work independently on assigned projects.



**Qualifications:**

- Be an Alpha Chi Omega alumna member in good standing who has previously attended convention
- Be able to work with a committee of staff and volunteers
- Have effective public speaking and written communication skills
- Possess general knowledge of Robert's Rules of Order and Alpha Chi Omega's governing documents
- Be able to focus on details and meeting deadlines

**Organization Expectations:**

During the term, the volunteer will:

- Register to attend the biennial convention, paying the Fraternity guest convention registration rate
- Attend national convention, including rehearsals for the national chapter meetings
- Support the Alpha Chi Omega Foundation with an annual tax-deductible gift that is meaningful and significant to her