

2016 Alpha Rho State Secretary Report

Duties

The Secretary is responsible for recording, preparing and forwarding the minutes of Alpha Rho State to a review committee and then to the Executive Board and the Leadership Team. She shall prepare Executive Board rosters and present quorum reports. She shall maintain files of correspondence, reports and minutes from previous and current biennium. She shall serve on the Executive Board and perform duties assigned by the President and/or Executive Board.

Activities

- Attended the Alpha Rho State Convention and Executive Board meeting, April 17-19, 2015, in Eugene. Prepared and distributed minutes of of the General Session. Prepared roster, presented a quorum report, prepared and distributed minutes of the Executive Board Meeting.
- Attended the Fall Executive Board Meeting, September 12, 2015, in Philomath. Prepared roster and presented a quorum report. Prepared and distributed minutes of the meeting.
- Maintained a file of minutes and correspondence.
- Collected and edited state reports. Passed the reports on to the state webmaster for publication on the state website.
- Created the program booklet for the 2016 Alpha Rho State Conference.

Sandy Watts, (Alpha Omicron/4)
Alpha Rho State Secretary