

## High Gamma – Secretary

### Job Overview

The High Gamma (Secretary) is charged with maintaining accurate and detailed chapter/colony membership records. This position is also in charge of managing the general correspondence of the chapter/colony. This position is for people who are highly organized and able to meet critical deadlines.

### Strategic Work for Chapter Support Coach

- Maintaining chapter/colony records
- Coordinating and managing general correspondence of the chapter/colony

### Functional Responsibilities and Deliverables

Specifically, this role is responsible for the following:

- Recording and publishing all meeting minutes within 24 hours of the meeting's conclusion
- Organizing and utilizing the Zeta management system to maintain accurate membership records
- Recording and reporting all membership changes
- Managing the chapter/colony roster through reporting all associations, initiation requests, suspensions, resignations, expulsions, and deaths
- Preparing and managing a calendar to track all necessary request and reporting deadlines
- Submitting paperwork to the host institution regarding membership changes
- Collaborating with the High Alpha (President) to collect and file meeting minutes from the Executive Committee
- Creating and maintaining a filing system for all chapter and member records
- Preparing and managing the High Gamma's budget

## Competencies

The competencies and behaviors that have been specifically sorted as priorities for this job are:

Business	Team	Personal development
<ul style="list-style-type: none"><li>• Accountability</li><li>• Action Oriented</li><li>• Adaptability</li><li>• Communication</li><li>• Resourcefulness</li></ul>	<ul style="list-style-type: none"><li>• Establish Priorities</li></ul>	<ul style="list-style-type: none"><li>• Credibility</li><li>• Integrity</li><li>• Perspective</li></ul>

## Other Responsibilities

- Acting as representative of the chapter/colony.
- Working with various audiences in achieving chapter/colony initiatives.
- Adhering to and enforcing all applicable organization policies, procedures, and practices.

## Desired Qualifications

Individuals running for this position must be an Associate or Initiated Member of the chapter/colony. Previous external leadership experience is preferred, but all members are welcome to run for this role. Candidates should be able to demonstrate accuracy in their work and the ability to analyze and synthesize information.

The position requires at least 10 hours of time each week, and job responsibilities and tasks for this position are subject to change based on the needs of the chapter/colony and at the discretion of the High Alpha.