

CHAPTER SECRETARY

The Chapter Secretary is, in essence, the chapter business manager who keeps the chapter organized and current in correspondence, report filing and all paperwork related to the operations of the chapter.

The Chapter Secretary:

- Maintains accurate membership records, including submission of new member applications and ensuring through EBIZ that all member information is current and accurate.
- Reports new chapter officer names and addresses by updating the EBIZ component of the www.barbershop.org web site. This information is then supplied to the Land O'Lakes District and Society officers.
- Takes all board meeting minutes, including any special or non-scheduled meetings and the Annual Chapter meeting at which election of officers takes place.
- Files for show clearances with District Secretary and completes and submits BMI/SESAC, ASCAP or SOCAN (Canada) license application.
- Orders supplies for the Chapter.
- Maintains chapter legal files (including Laws and Regulations, Charter and State or Provincial Incorporation documents, bond and Insurance Certificates, etc..)
- Is an active Chapter Board member.

The Chapter Secretary is the primary communications link and contact person between Society, District and the Chapter. While chapter responsibilities center on efficient operation and procedures, the Society and District depends on the Chapter Secretary to:

- Maintain the current information regarding all Chapter Officers contact information in EBIZ.
- Disseminate in a timely manner to all members and officers information coming from the Society about programs, promotions and events.
- Clearly understand and educate the members how to utilize the Internet to update members information and profiles and navigating the Society Web site.
- Safeguard against unauthorized use of member information for non-barbershop promotion.
- Provide notification to the Society via EBIZ in the case of barbershoppers moving to a new geographic location or who become deceased during the year.
- Keep the special needs of the member as a primary function of the office.