

MEMBERSHIP SECRETARY DUTIES AND RESPONSIBILITIES

1. Prepare list of current members and distribute to members in May.
2. Prepare and distribute updated membership list in September.
3. Serve as member of Board of Directors.
4. Promote growth of membership by seeking new members.
5. Provide revised list of members to Web Master for posting on the goapic web page.
6. Send membership packets to those who plan to join the local Chapter:

Initial packet

- a. Letter
 - b. APIC membership application
 - c. General chapter information
 - d. List of current Greater Omaha Chapter officers
 - e. Proposed calendar of meetings/events
 - f. Chapter brochure
8. Provide Nominating Committee Chairman with a list of APIC members eligible for office in March of each year. Those eligible for office are those who are current members of the National Organization and Local Chapter and have been a member for two (2) years prior to assuming office.
 9. Report at the monthly meetings to include number of current Chapter members, and names and affiliations of prospective new members.
 10. Provide the Nominating Committee with a list of eligible voters (current Active members) for mailing of ballots.
 11. Before buying anything for APIC, check with treasurer. Non-profit rate for purchases/postage may be available. If it is anticipated that you will spend more money than is budgeted for Postage, Copying or other items, notify the President and Treasurer immediately.
 12. Maintain and update the membership secretary notebook. Turn notebook over to the incoming secretary.
 13. Organize a Member List Form and send to all members in January for updating the May membership list. Do the same in July for update in October. Hard copies of the membership list should be available for members at the May and October meetings.

