



# Central PA

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## Secretary

The Secretary works with the President, Vice President, and Treasurer to review event proposals and budgets, make decisions regarding Chapter policy, and provide guidance for the Board of Directors and the Chapter as a whole. The Secretary is responsible for keeping all Board members up-to-date on pertinent dates and details and helping to manage chapter resources.

### Duties Include:

- Preparing and disseminating internal communications for the Board (i.e., meeting minutes, Committee reports and Chapter retreat information);
- Providing assistance to Committee Chairs at events;
- proofreading Chapter communications and promotional materials;
- Recording and documenting Chapter business (election results, minutes, bylaws, etc.);
- Sending election results to the National office and maintaining a current Board list with the National online database;
- Managing chapter resources (keys, documentation, etc.).