Responsibilities

- Record meeting minutes and distribute draft copies at the following meeting for approval of members.
- Document events of the student organization.
- Maintain the student organization constitution.
- Keep current membership records and contact information for each individual up to date.
- Review the previous year's correspondence and notes.
  - Use the format previously used for letters or create a template letter.
  - Learn to create and save a logo for future use if one is not already established.
- Correspond with outside parties.
  - Assist the vice president in contacting speakers for events and meetings as well as following up with a thank you letter (not email) within one week of an event.
- Maintain separate files for incoming and outgoing correspondence, meeting minutes, and event documentation for the current and past year.
  - This includes correspondence from the Office of Student Activities (OSA).
  - Ensure that these files get passed on with the succeeding secretary of the student organization.
- Assist the vice president in creating any publicity fliers or banners. The Activities Resource Center (ARC) is available for student use.
- If applicable, ensure that all participants in the student organization event sign a waiver of liability form.
- Order supplies as needed.
- Keep the website current if your student organization has a website but does not have a webmaster officer position.
- If the student organization has a historian officer position relay any relevant information and files to them for record keeping

Suggestions

- Use the agenda as an outline for taking minutes.
- Attend the Annual Student Organization Assembly in the fall.
- Back up files and store a spare set with the student organization advisor for safe keeping.
- Proofread your work – it is the image that outsiders and new members will see and reflects directly on your organization.
- Be familiar with parliamentary procedure.
- Attend Take the Lead sessions.
- Attend Leading the Way sessions.
- Attend the Annual Student Organization Assembly in the fall.
- Nominate for Student Organization Advisor, Student Leader, and Student Organization of the Month through the OSA.
- Join a committee.
  - Student Organization Advisory Committee (SOAC)
  - Student Activity Budget Committee (SABC)
  - Other MSUM committees