

## Chapter Secretary

### Philadelphia Chapter – Association of Legal Administrators

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- Regular attendance at the monthly Board of Directors' Meeting, including the Annual Retreat.
- The Secretary attends all chapter board meetings and maintains a record of the proceedings at the meetings.
- The Secretary prepares draft minutes within a week after the meeting and distributes them to the board members for review.
- The Secretary prepares final minutes and distributes to the board members in advance of the next meeting for the board's approval.
- After the minutes are approved by the board, the Secretary will post the minutes on the website. A copy is also sent to ALA National at [chapters@alanet.org](mailto:chapters@alanet.org).
- The Secretary may perform additional duties as requested by the President.
- Ensures members abide by the ALA's Code of Professional Conduct.