Secretary Quick Guide

Foundations of Excellence for ALL Chairs and Officers:

- Hold a transition meeting with previous position holder
- Set SMART Goals for the semester
- Clarify budget with #4
- Have weekly meetings with stakeholders
- Come prepared to Alpha meetings to report
- Communicate appropriately. Older alumni volunteers prefer calls or email. Younger alumni may be fine texting.
- Meet with your Alpha Success Advisor

Soon after being Elected

- **Make yourself aware of the University's or FSL Office's standards of excellence, annual report, or similar expectations and requirements to be submitted annually.**
  - Track the Alpha's completion of each requirement throughout the year.
- **After elections, ensure all new and old position holders have a transition meeting**

Regular Responsibilities

- **Be present for all Alpha meetings**
  - If you cannot make a meeting, let the #1 and #2 know ahead of time
- **Take Minutes at said Alpha meeting**
  - In case you cannot make a meeting, delegate Minutes to another Brother
- **Take EC Meeting Minutes and ensure Action Items are recorded.**
  - Follow up with position holders mid-way through the week on their status
- **Keep information organized**
  - If your Alpha keeps Minutes, position guides, previous years' material (Bid Card Designs, Formal Invitations, text templates, etc.) in a Google Drive, keep that organized and easily understandable and accessible to Brothers
  - Update any group chats, lists of contact information, or spreadsheets with new or graduating brothers.
- **Help with all communication-based positions**
  - Alpha Editor and Alumni Relations – Help with Newsletter and other Alumni communications
  - Social and Recruitment – Help with Invitation Lists, maintaining a list of PNMs and their status
- **Keep Alpha's calendar organized and up to date**
- **Help other positions as needed**
- **If you are also External VP as #3, please refer to Vice-President guide for further responsibilities**

General Good Advice for the Role:

The Secretary (#3) is generally considered the notetaker: he should take minutes (notes) of all meetings of the Alpha, keep information organized, as a secretary would in an office. However, at many Alphas, the role of #3 has expanded beyond the scope to be more of an External Vice-President. The External Vice-President, much like the Internal Vice-President (#2) works with several Chairholders to work on events and coordinate the Alpha's public image. This is through working with the Social Chair to help plan Social events, and advertise those (flyers, texts, social media posts, etc.) in coordination with the Alpha Editor, similarly helping plan and advertise different events for Philanthropy, Recruitment, and Alumni Relations.

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SMART Goals – Bring structure and accountability into your goals and objectives! Instead of vague resolutions, SMART goal setting creates verifiable trajectories towards a certain objective, with clear milestones and an estimation of the goal's attainability.

Write out one goal for your position using the SMART Goal framework and share it with your Alpha leaders.

SPECIFIC – What do you want to achieve? Be concrete and action-oriented.

MEASURABLE – How will you know when you have accomplished the goal?

ACHIEVABLE – The goal should require work but be reasonably attainable.

RELEVANT – Is this a worthwhile goal or is it the right time?

TIMELY – Set a time limit for accomplishing the goal.