

Position Description: Corresponding Secretary- Brother Iota

Description:

This resource provides an overview of the roles and responsibilities of a Corresponding Secretary. The Corresponding Secretary is responsible for managing the Chapters communication . This position is responsible for managing the submission process of all award both locally and to the International Fraternity. This description will provide a framework for all Corresponding Secretaries to operate across the International Fraternity.

Goals:

- To identify the roles & responsibilities of the Corresponding Secretary.
- To clarify what the International organization expects from chapter members serving in these positions

Competencies Addressed:

- Self-Governance
- Organizational Leadership
- Personal Excellence

Corresponding Secretary- Brother Iota

Position Description

1. Responsible for written correspondence with DKE International, chapter Alumni, and other campus Greek organizations.
 - a. Correspondence of activities between other fraternities and sororities (gifts, letters, messages, etc.).
 - b. Send thank-you notes to advisors, alumni, and international officers for assistance.
 - c. Send thank-you notes and letters of congratulations to other Greek organizations.
2. Assists the Chapter President in ordering all materials from DKE International and in monitoring the submission of all correct forms to the International Fraternity.
3. Manage the preparation, gathering of materials for, and the submission process of the Chapter's annual Lion Trophy Application.
 - a. Collaborate with VP of Risk Management, New Member Educator, Philanthropy/Service Chairs, Scholarship Chair, Treasurer, and Recruitment Chair to accurately fill out the specific sections of the Lion Trophy application.
4. Responsible for managing the awards process for both the International Fraternity and the local campus awards process.
5. Publish and design the Chapter's semesterly newsletter.
6. Serve as the Chapter correspondent for the *Deke Quarterly* and write the chapter letter for each issue.
7. Responsible for keeping up to date Alumni contact rosters and ensuring graduating seniors update their information before becoming Alumni.
8. Serves as a member of the Executive Committee.

