

# APPENDIX: SECRETARY

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## SUPPORTING VIRTUAL OPERATIONS

Address:  
Alpha Phi Omega  
1441 East 104th Street, Ste. 105  
Kansas City, MO 64131

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816.373.8667  
chapter\_services@apo.org

[www.apo.org](http://www.apo.org)



# PRACTICING SOCIAL DISTANCING OR VIRTUAL OPERATIONS: **SECRETARY**

The duties of this position will vary from chapter to chapter, however, now more than ever this position will ensure chapter information is correctly noted, stored and passed to best preserve thoughts and discussions for members to access while they are apart. If the chapter has not already defined a method for record keeping, consider using Google Drive or a campus file storage platform to stay organized and efficient. Utilize the goal statement below - or create your own! - to better understand the essential functions of the secretary. The tips and tricks that follow can assist your chapter when making adjustments and continue to thrive as servant leaders!

## **GOAL STATEMENT**

The secretary will uphold the administrative integrity and communicative efficiency of the chapter while in-person interactions are limited through accurate recordkeeping, timely planning and intentional discussions.



**CREATE YOUR OWN:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **TOP 5 VIRTUAL JOB FUNCTIONS OF THE SECRETARY**

- 1.** UTILIZE CALENDAR REMINDERS OR ALARMS TO ENSURE ACCURATE AND TIMELY SUBMISSION AND DELIVERY OF MEETING NOTES AND INFORMATION
- 2.** MAINTAIN PROPER CONNECTIONS WITH ALL AUDIENCES IN THE CHAPTER THROUGH CLEAR AND PROMPT COMMUNICATIONS VIA EMAIL, E-NEWSLETTER, GROUP POSTINGS, SOCIAL MEDIA POSTS, ETC.
- 3.** KEEP DETAILED RECORDS OF CHAPTER BUSINESS AND RESOURCES IN A CLEAN AND ORGANIZED MANNER. FOR EASY ACCESSIBILITY, CONSIDER NOTATING IN A GOOGLE DOC OR SHARABLE MICROSOFT WORD DOCUMENT
- 4.** TO DETERMINE IF VIRTUAL AND SOCIALLY DISTANT VOTING IS THE BEST ROUTE FOR THE CHAPTER STAY UP TO DATE ON CHAPTER MEMBERSHIP AND PROCEEDINGS TO VERIFY WHEN QUORUM IS NEEDED AND IF QUORUM IS MET
- 5.** HOST AND PARTICIPATE IN DIGITAL OR DISTANCED CHAPTER EVALUATION AND FEEDBACK SESSIONS TO GARNER MEMBERS' OPINIONS ON EVENTS AND HOW THEY CAN BE IMPROVED OR MODIFIED

## TIPS AND TRICKS

### **CAPS FREQUENTLY**

Reaching the goals associated with the chapter's shared vision will need tweaking depending on changes that have been made on campus. Determine a short term and long term strategy that will guide the chapter to the end of the academic term to help maintain chapter growth and development despite these trying times. Be prepared to readjust as necessary!

### **BE FAMILIAR WITH TIME DIFFERENCE**

Chapter planning may prove to be logistically challenging as members are distant or apart. Familiarize yourself with the times in which members will be working from and adjust chapter work sessions and meetings to accommodate those differences. As a logistical powerhouse of the chapter, chapter planning may prove to be challenging as members are distant or apart.

### **MONITOR GROUP COMMUNICATIONS**

Many chapters will choose to maintain the chapter community through online communication methods. If that's the case for your chapter, prioritize the safety and well-being of members by checking group communications in apps, on social media platforms or in video calls to verify speech is intentional, respectful and fun!

### **DEFINE WORK SYSTEMS**

Different people have different ways of going about tasks, the same can be said about how members go about completing their requirements- or how officers go about fulfilling their duties. Setting standards as a chapter officer team or a chapter can shorten the time needed to achieve the desired results, especially while members are away. By setting standards and defining repeatable work systems, groups generally have fewer questions and get a feeling for how long specific tasks should take. These work systems need to be both standardized to allow for maximum effectiveness and tailored to allow the necessary freedom for members to complete requirements to the best of their ability.

### **CONSIDER MERITOCRATIC PRACTICES**

By definition, meritocracy is the process of rewarding and recognizing people based on their skills and has proven to stimulate groups to work harder and better. Collaborate with the vice president of membership, leadership, or fellowship to develop a sustainable recognition program that works in person, virtually, and with social distancing practices. The program should encourage chapter members to reach commendable milestones as a team.

## SUPPORTIVE RESOURCES

In addition to other chapter officers and supportive volunteers, there are a number of resources built to help chapters navigate the transition to socially distant and virtual operations. Download the APO Mobile Resource App today for continuous access to resources, tips and educational opportunities. The app is also a great tool for communicating with your chapter through the groups feature! A Virtual Resource Area is available in the app, online at [apo.org](http://apo.org), and in the Officer Portal Library. This area includes the items below, as well as dozens more resources and tools.

- National and chapter bylaws
- Chapter Same Page Guide
- Chapter Calendar Template
- Chapter Officer Resource Area of [www.apo.org](http://www.apo.org)