

OFFICER GUIDE

SECRETARY

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WELCOME TO THE SECRETARY **OFFICER GUIDE**

Welcome and congratulations on being elected to serve as a chapter officer of Alpha Phi Omega!

As an officer, you have accepted certain responsibilities to help move your chapter forward through strategic thinking and diligent efforts. The Fraternity depends on leaders like yourself and could not succeed without them. It's important to recognize that your service is a significant step that helps the Fraternity reach its potential.

Chapter leaders are at the forefront of positive change in Alpha Phi Omega. From educating members-at-large to participating in legislative procedures, the leaders of this Fraternity are taking groundbreaking steps that foster growth, overcome adversity and improve shared connections that make the world a better place. The Fraternity welcomes you as a stakeholder in the development of servant leaders across the world.

The following guide will provide a foundation of knowledge and responsibility for the role in which you serve. Please utilize it as a supplement to the chapter's officer transition plan.

Thank you for your willingness to dedicate your time, energy and skills to make the world a better place.



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ABOUT THE SECRETARY

A chapter secretary ensures information is correctly noted, stored and passed on to future generations to best preserve thoughts and discussions for all chapter members to access. They are capable of tracking meeting minutes, updating the bylaws, maintaining other informational channels for the chapter and communicating with brothers and others outside the chapter. They are detail-oriented and efficient, ensuring no information is lost between meetings and events. Since they are the keepers of chapter notes, a secretary is a key player in helping officers stay on track to achieve goals and advancing chapter initiatives.

The duties of this position will vary from chapter to chapter, however, at its core, this position works to facilitate and guide meaningful discussions that include all audiences. These conversations may cover a wide-range of topics, from feedback and evaluation to outreach and onboarding.

TRAITS OF BEING A SUCCESSFUL SECRETARY



CONCISE



ORGANIZED



ACCOUNTABLE



TIME MANAGEMENT



CLEAR COMMUNICATOR



DETAIL-ORIENTED



EFFICIENT



DELEGATION



ADVANCES CHAPTER INITIATIVES



MULTITASKER

THE BASICS OF BECOMING THE SECRETARY

TOP FIVE ESSENTIAL JOB FUNCTIONS

- 1. 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**
- 3. KEEP DETAILED RECORDS OF CHAPTER BUSINESS AND RESOURCES IN A CLEAN AND ORGANIZED MANNER**
- 4. STAY UP-TO-DATE ON CHAPTER MEMBERSHIP AND PROCEEDINGS TO ESTABLISH WHEN QUORUM IS NEEDED AND IF QUORUM IS MET**
- 5. HOST AND PARTICIPATE IN CHAPTER EVALUATION AND FEEDBACK SESSIONS IN ORDER TO GARNER CHAPTER OPINIONS ON EVENTS AND HOW THEY CAN BE IMPROVED OR MODIFIED**

The secretary is responsible for taking minutes at both chapter and executive committee meetings to maintain a record of chapter business. A recap of the meeting should be sent out so those who are unable to be there can still have an idea of what was discussed, in addition to following up with attendees on information that was covered. With these minutes comes the potential for the secretary to track attendance at both chapter and executive committee meetings – knowing who was present will allow the secretary to track which ideas came from which members and if people have questions, they can speak directly to the associated members. Tracking attendance will also help the secretary know if the chapter has met quorum, which is the minimum number of members that must be present to make bylaw changes, vote in elections, or complete any other number-based voting within the chapter. When members understand the reason why attendance is tracked or minutes are uploaded for everyone to see, they may be more interested in showing up and having their voice heard and recorded.

The secretary needs to upload all notes and information to a common platform for members to view. No members should be excluded from information uploaded that may pertain to them. The preferred platform for note storage and distribution may be a chapter Facebook page, a school-hosted or private chapter webpage, Google Docs, or another platform all members can access.

REPORTING ON THE OFFICER PORTAL

All national requirements of the Fraternity are reported through the Chapter Officer Portal (<https://op.apo.org>), an online chapter reporting platform, designed to allow chapter officers the ability to provide real-time, ongoing maintenance of chapter membership, officer rosters and other national reporting requirements. The OP is available to all officers on record with Alpha Phi Omega.

Every officer with access to Officer Portal should utilize the platform to best support the chapter and review forms, information and resources. For the secretary, Officer Portal is where chapters will maintain administrative tasks.

The secretary is responsible for completing the tasks on the Officer Portal listed below:

- CHAPTER BYLAWS UPDATE
- CHAPTER ASSESSMENT & PLANNING SESSION - STEP 1
- CHAPTER ASSESSMENT & PLANNING SESSION - STEP 2
- ANNUAL CHAPTER EVALUATION
- H. ROE BARTLE AWARD APPLICATION

More information on how and what to submit through the Chapter Officer Portal can be found in the [Chapter Officer Portal User Manual](#), which is available in the OP Library and the Chapter Officer Resource Area of www.apo.org.

NEXT LEVEL SUGGESTION

How long has the chapter been on campus? Whether that answer is a long time or a short time, the chapter probably wants to leave some sort of mark on campus, to showcase the chapter's history and let others know about the mission and vision of the Fraternity. To preserve information, check out the campus or university archives, where organizations are often able to leave digital or hardcopies of meeting notes, trifolds and other recruitment materials or other meaningful chapter history odds and ends. If the campus archives are unavailable or not currently accepting new materials, another way to preserve the chapter's history is by reaching out to alumni, potentially through an alumni newsletter or quarterly email. Maintaining a connection to alumni is a requirement for the Chapter of Excellence (COE) award, so keeping alumni in the loop can set the chapter on the path towards excellence. Alumni are an excellent resource in a broader sense, since they also expand the chapter's resource pool and encourage brothers to stay involved and invested in the chapter after graduation.

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CONCLUSION

The duties of this officer support many chapter operations, improving communication and keeping the chapter on track towards success. The secretary will see success in this office when they collaborate and communicate skills that begin conversations and keep momentum moving forward. Consistent meeting attendance and active listening will help the secretary take accurate and detailed notes. Maintaining strong lines of communication between the chapter, executive committee and advisory committee will demonstrate the importance of keeping everyone on the same page.

The chapter secretary is dedicated to sharing knowledge and resources that help members succeed in their APO journey.

HELPFUL RESOURCES

[National and Chapter Bylaws](#)

[Chapter Same Page Guide](#)

[Chapter Calendar Template](#)

[Chapter Officer Resource Area of apo.org](#)