

CHAPTER SECRETARY

The Chapter Secretary is the chapter business manager and purchasing agent for the chapter. He also keeps the chapter organized and current in correspondence, report filings and all paperwork related to the operations of the chapter. The Chapter Secretary is the primary communications link and contact person between Society, District and the Chapter.

Chapter Secretary duties:

- Maintains accurate membership records, including submission of new member applications and ensuring through EBIZ that all member information is current and accurate.
- Reports new chapter officer names and addresses by updating the EBIZ component of the Society at: <https://ebiz.barbershop.org>. This information is then supplied to the Land O'Lakes District and Society officers.
- Make personal contact with all chapter members prior to each member's renewal date encouraging each to renew their membership.
- Takes all board meeting minutes, including any special or non-scheduled meetings and the Chapter annual meeting at which election of officers takes place.
- Maintains chapter legal files (including Laws and Regulations, Charter and State or Provincial Incorporation documents, bond and Insurance Certificates, etc..)
- Files for show clearances with District Secretary and completes and submits BMI/SESAC, ASCAP or SOCAN (Canada) license application.
- File CJ-20 and verify legality of music to be performed in contest, verify membership of all chapter competitors that will be on stage in contest.
- Orders supplies for the Chapter.
- Is an active Chapter Board member.
- Attend District Leadership Academy class held each January.

Directly communicates with: Chapter President, Chapter Board members, District Secretary, Society membership and merchandise offices.