

## ESCAPEES RV CLUB

### Job Description: **CHAPTER SECRETARY**

#### **Job Summary:**

As a volunteer, elected position, the secretary maintains chapter records and records minutes of all chapter meetings and executive board meetings.

#### **Duties and Responsibilities:**

1. Record minutes of all chapter and executive officer's meetings.
  2. Send copy of minutes of Chapter Business Meeting to Newsletter Edit for posting in Newsletter.
  3. Maintain a current list of chapter officers, chairpersons.
  4. Submit the *Escapees* magazine report form by the **10th of odd numbered months**. Send completed form to: departmentseditor@escapees.com. Information to be included: upcoming rally / luncheon information, chapter contact persons, and all officer information. Share updates with the chapter newsletter editor, webmaster, and voicemail chairpersons, so they too can update their area information.
  5. Display bylaws, standing rules, current chapter newsletters, sign-up sheets of future rallies, and other items of interest at each chapter rally. These may also be posted on the group website.
  6. Assume the duties of president in the absence of the president and vice president.
  7. Other duties as may be necessary.
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- a. Forwards information to update Escapees National Website for 1) Escapees Website tab Community-calendar and 2) Escapees Website tab Community-chapter (which requires membership log-in). Send to webmaster@escapees.com and cc to chapterdirectors@escapees.com.
  - b. Maintains/updates info posted on Chapter Voicemail account provided by Escapees RV Club. Instructions below.

#### Escapees Chapter Voicemail Instructions

Following are the instructions. Remember to listen carefully to the prompts, take your time and you will be successful in updating the Voicemail message. It is helpful to plan your message before recording.

- 1) Please call 888-757-7701 – Listen to the welcome prompt.
- 2) Enter your group/chapter extension – 8029
- 3) The prompt will then ask you:
  - a. Press “1” to Listen to the greeting
  - b. Press “2” to Change your greeting
- 4) Press “2” to change your greeting – the voice prompt will ask for your password – enter 2580 as the password please
- 5) The prompt will give you 3 choices:
  - a. Listen to your greeting = 1
  - b. Change your greeting = 2
  - c. Save your greeting = 3
- 6) Press “2” to change your greeting. Record your message carefully – distinctly.
- 7) Then follow the prompts to re-listen to your greeting by pressing “1”.
- 8) Press “2” if you need to re-record your message.
- 9) Press “3” to save the greeting after you are sure it is correct.