

“How To” Guide for NCDKG Executive Secretary  
(Examples, not intended to be all inclusive)

## II. Duties

### **C. Arranges details for all state Executive Board meetings, state convention, new officers training (in even years), and the NC DKG event at International convention or regional conferences.**

- Executive Board meetings (before and after):
  - Prepares current voter cards and non-voter cards. Cards change as officers change or as cards fill up with signatures.
  - Maintain data of attendance and chapter representation at meetings.
  - Monitor attendance and chapter representation at meetings to identify under-involved chapters.
- NC DKG conventions
  - Maintains a file of information on possible convention sites which are assigned on a regional rotating basis as designated in the NC DKG Standing Rules.
  - Negotiates and signs contracts for convention sites, forwarding a copy to the Treasurer.
  - Alerts the convention chairman or co-chairmen and hostess chapters of the dates and responsibilities for the convention.
  - Visits the convention site with the President and the Convention Chair to make necessary arrangements in advance.
  - Writes invitations to state honorary members and others designated as special guests by the President.
  - Reserves rooms as needed at the convention hotel for International representatives and other special guests.

## IV. Serving

### **H. Supports state committee chairmen, regional directors, other officers and local chapters as needed.**

- Serves as a consultant.
- Distributes meeting notices, prints handouts and distributes information in a timely manner.
- Prints place cards as needed for special events at the request of the President.
- Monitors under-involved chapters and keeps the President informed.
- Answers all correspondence in a timely manner.
- Performs other duties as assigned by the Executive Board or by the President in keeping with the purposes of NC DKG.

## V. Responsibilities

### **C. Maintains all legal documents, contractual agreements and any related correspondence for an appropriate time period in accordance with the International retention schedule.**

### **D. Maintains a safe and secure place for official paraphernalia, records, all publications (electronic and print) and sale items from past conventions.**

- Records of NC Executive Board meetings, state conventions, International conferences and conventions (*i.e.* booklets), chartering or dissolution of the NC DKG chapters, state workshops, and current correspondence.
- All electronic or printed *NC DKG News*, *Eta Data*, Ceremony of Remembrance and Convention Programs.
- Retention of archives will follow guidelines for Permanent Files for NC DKG.