

Computer Science Honor Society (CSHS)

Officer Role Description: Secretary

Position Title: Secretary
Term: One Academic Year
Reports To: Chapter President & Faculty Advisor(s)

Position Summary

The Secretary is responsible for maintaining all official chapter records, managing member attendance and service hours, documenting events through photography/media, and communicating meeting notes and reports to members.

Key Responsibilities

Category	Detailed Responsibilities
Documentation & Record Keeping	- Record detailed meeting minutes for both general member meetings and officer meetings. - Distribute meeting notes promptly to chapter members and faculty advisors following meetings. - Track member attendance at all mandatory and optional meetings, events, and workshops. - Maintain and verify member service hour logs required for national CSHS active standing.
Media & Event Archives	- Document CSHS activities, speaker sessions, and community service projects with photos/videos. - Organize and upload event media to the club repository or website for promotional and archival use.
Reporting & Administration	- Prepare and present a member status/update report at monthly general chapter meetings. - Maintain the official active member roster and maintain CSHS application and induction paperwork.