

# Texas State Organization

The Delta Kappa Gamma Society International



July 2020

Dear Chapter Recording Secretary,

Greetings from the TSO Recording Secretary and a big THANK YOU for saying “yes” to serving in a leadership capacity for the 2020-2022 biennium! Much like a secretary at school, your role is crucial in keeping your chapter running smoothly and efficiently and the records you maintain will be the official history of your chapter for future generations.

President Patti Belknap’s theme “YOU are the key”, challenges members to unlock the door to cooperative strategic planning through:

- Knowledge of the Society’s mission, purpose, and traditions
- Engagement of purposeful programs and projects to increase member involvement
- Yearlong involvement in recruiting, mentoring, and planning
- Support from officers, mentors, and others to increase stronger members and chapters

As the recording secretary you have the perfect opportunity to help accomplish these goals by accurately reporting actions taken during chapter meetings and preserving your chapter’s history. Please remember the following as you begin your journey:

- Ensure that minutes are authentic documents reflecting official actions taken at meetings.
- Record minutes at chapter and executive board meetings that include the **exact wording** of motions, a summary of the Treasurer’s Report, any correspondence information, and a statement about chapter programs.
- Place copies of minutes signed by both the chapter president and the recording secretary in chapter files to preserve your chapter history.

I look forward to working with you over the course of the year and truly hope you know I am here to assist you in any way. The beauty of leadership in DKG is the wonderful support group that surrounds you to ensure your success. Thank you again for agreeing to serve as a chapter officer.

Sincerely,  
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