

Job Title: Chapter Secretary
Reports to: Gulf Coast Chapter Executive Committee
Date Revised: March 14, 2008

Primary Purpose:

Provide office management and clerical services to the Executive Committee in support of the activities and purpose of the Gulf Coast Chapter of the Texas Association for Pupil Transportation.

Qualifications:

Education/Certification:

High school diploma or GED
Notary public license (or ability or obtain)

Special Knowledge/Skills:

Strong computer skills in Microsoft office applications (word, excel, powerpoint, access)
Knowledge of basic accounting principles for record keeping and invoicing
Strong organizational skills

Experience:

Current active member in good standing of the Gulf Coast Chapter for at least two years

Major Responsibilities and Duties:

1. Attend all GCAPT meetings and events (ie. Winter Conference, Bus Road-e-o, etc.)
2. Prepare the agenda for the monthly chapter meetings based on information provided by the executive committee and distribute to membership through appropriate avenues
3. Ensure that accurate, timely information is available on the GCAPT website by preparing revisions, additions, and deletions and communicating that information to the webmaster
4. Serve as custodian of all records for the chapter and receive any and all information requests to present to the executive committee
5. Receive all incoming mail and membership registrations
6. Maintain a current membership database
7. Receive and process event registrations for Winter Conference and Road-e-o.
8. Prepare and distribute invoices for receivables of the chapter
9. Maintain an inventory of office supplies and materials owned by the chapter and advise the executive committee of needs
10. Work in concert with the executive committee and committee coordinator(s)

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____