A. Handle all normal Chapter communication with the Society Headquarters and the Far Western District.

B. At the direction of the President or the Board of Directors, originate any other necessary correspondence.

C. Process all paperwork for new members’ applications and membership renewals for members and the Chapter.

D. Maintain Chapter records including; Board of Directors Meeting minutes, membership records, officer’s lists, and committee appointment lists.

E. Perform any duties that may be assigned by the President.