

Stephanie Mrozek, Grand Secretary  
July 5, 2022

## **Section 1: Job Description**

### 1. Duties

a. Record and distribute the minutes of the business transacted at Grand Council meetings and Convention.

### 2. Responsibilities

1. Coordinate letters of appointment or re-appointment to members of the Trust Liaison Committee. Provide an updated roster to the Grand President, the TLC Chair and Secretary, and the Executive Director.
2. Prepare correspondence at the request of the Grand Council.
3. Compile a list of the voting members of the Convention body (chapter delegates, elected Alumni-at-Large delegates and Grand Council), call the roll of voting members at each business session, keep a tally of the number of votes and the necessary majorities, receive the reports of the tellers, and record all voting in the minutes.
4. Read Standing Rules and other pertinent information to the Convention body.
5. Receive notices and motions in writing from the Convention body and read (if requested) by the presiding officer.
6. Ensure that officer election results, award recipient names, Bylaws revisions and resolutions are recorded in Grand Council or Convention minutes, are placed on file at HQ.
7. Maintain the Strategic Organizational Plan.
8. Assist with scoring of Fraternity awards.

## **Section 2: Progress/Activities specific to Job Description and Other activities completed during the Biennium to date**

-Attended, recorded and distributed Minutes for the following

- Post-Convention Grand Council Conference Call September 20, 2020
- Grand Council Conference Call October 18, 2020
- Grand Council Conference Call December 13, 2020
- Grand Council Conference Call January 24, 2021
- Grand Council Interim Meeting Conference Call February 21, 2021
- Grand Council Conference Call March 15, 2021
- Grand Council Conference Call March 21, 2021
- Grand Council Conference Call April 18, 2021

- Grand Council Conference Call May 23, 2021
- Grand Council Conference Call June 27, 2021
- Grand Council Pre-Convention Conference Call July 11, 2021
- Virtual Convention July 14-18, 2021
- Grand Council Post-Convention Conference Call September 19, 2021
- Grand Council Conference Call October 17, 2021
- Grand Council Conference Call November 14, 2021
- Grand Council Conference Call January 9, 2022
- Grand Council Interim Meeting Conference Call February 20, 2022
- Grand Council Conference Call April 3, 2022
- Grand Council Conference Call May 1, 2022
- Incoming Grand Council Region Supervisor Appointment June 7, 2022
- Grand Council Conference Call June 12, 2022

All minutes that have been approved by Grand Council have been sent to HQ to post on the website. At the time of this report, this includes all minutes up to and including the Grand Council Conference Call May 1, 2022.

- Recorded votes and notified the two sisters appointed to Nominating Committee by Grand Council.
- Thoroughly reviewed and suggested edits to the New Member Experience Guide
- Recorded votes for Distinguished Service Citation 2021
- Called roll of voting members at each business session of Convention 2021
- Created individual Google Docs for sections 2,4,8, and 9 of the Policy and Procedure Manual. Added in the comments, suggestions and changes provided by the Policy and Procedure Committee and distributed to Grand Council for review.
- Updated Sections 2, 4, 8 and 9 of the Policy and Procedure Manual as directed by Grand Council
- Recorded votes for TLC replacements
- Notified sisters appointed to the TLC of their term

-Recorded votes for Distinguished Service Citation 2022

-Updated Fraternity bylaws with most recently approved amendments and sent to HQ

**Section 3: Plan and timeline for specific activities to take place by the end of the Biennium**

Attend and record minutes at the Pre-Convention and Convention 2022 Grand Council Meetings. Distribute Minutes to Grand Council for review, comment and approval.

**Section 4 (MOST IMPORTANT): Action items for Grand Council deliberation and potential vote**

Review and approve Grand Council Conference Call Meeting Minutes from June 12, 2022.