

Entry (ID 1888)

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**First Name** Alexis**Last Name** Moss**Email** grandsecretary@lks.org**Position** Grand Secretary**Section 1: Job Description**

The Grand Secretary shall record and have distributed the minutes of the business transacted at Grand Council meetings and the Annual Convention, attend to the correspondence of the Fraternity, distribute notices to the membership, circulate all petitions presented to the Grand Council, and receive votes.

**Section 2: Progress To Date Activities Specific to Job Description**

My goals pertinent to my role as Grand Secretary from my Grand Council slate were as follows:

- 1) Bring a relevant and in-tune perspective to the Grand Council based on experiences as a recent collegiate and region supervisor
- 2) Provide transparency of information between Grand Council and collegiate and alumni members in a timely and efficient manner
- 3) Take precise and accurate minutes to ensure that records of the Fraternity are preserved to their full extent
- 4) Provide all required assistance as well as full participation at annual convention

My progress towards these goals is as follows:

- 1) I believe that myself, as well as new GC member Kayla Bardzel, have brought a timely and relevant perspective to GC as more recent graduates. I believe that we have been able to discuss topics relevant to the Fraternity with current collegiate perspective in mind, which has been especially important in light of the proposed bylaws change for the Alumni Association.

- 2) I continue to regularly send GC minutes approved for posting to the LKS website to Erin Rogala within a week of approval (usually same day as approved) to allow for transparency and timeliness of viewing by all Fraternity members.
- 3) I take minutes at each GC meeting or have had a designated substitute in place to record minutes in the event of my absence. I then share my draft versions with the GC body for approval within a week (usually same day) after each meeting. Following GC review, edits are made to the minutes and approved corrections are sent to Erin Rogala for posting to the Fraternity website.
- 4) I plan to provide all required assistance and participate in the 2023 Annual Convention. Due to the recent birth of my son, I will provide advanced notice in the event that I am unable to attend due to his needs. At the request of Grand President Lu Shawna Lawson, I also have drafted response letters documenting the receipt of standing committee reports from their respective chairpersons.

### **Section 3: Plan and Timeline by the End of the Biennium**

My plan and timeline towards my role goals before the end of the Biennium:

- 1) Continue to contribute to GC meetings and deliberation by bringing my unique perspective to the Council.
- 2) Continue to send approved GC meeting minutes to Erin Rogala to post for the fraternity body within a week of approval by GC.
- 3) Continue to take accurate meeting minutes (or designate an appropriate substitute in the event of my absence) and share these with GC members for approval within 1 week of the GC meeting's end.
- 4) Plan to participate in the 2023 Annual Convention by recording attendance, votes, and minutes. I also plan to complete other communication tasks requested of me by the Grand President and other members of the GC in a timely manner.

### **Section 4: Action Items for Deliberation and Potential Vote**

None at this time

Comments/Notes

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Entry Details

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