



Alpha Chi Sigma Fraternity

Professional in the Chemical Sciences

MANUAL OF PROCEDURE ALUMNI SECRETARY



Manual of Procedure | Alumni Secretary

Description

The Alumni Secretary (AS) is the one officer of the chapter who need not be an active collegiate member. An alumnus of the chapter who remains in the general area of the chapter after graduation, or a faculty member are often good choices to hold this position. If an alumnus is available, the term of office may be indefinite.

If it is possible for a faculty member to serve in this position, that generally proves superior because they often have had more contact with the members, retains that interest after they graduate, has access to the department's and the school's records of alumni and often is contacted by alumni by mail or at national and regional meetings of scientific and technical societies.

Duties

Assist the chapter in its professional activities – It is expected that an alumnus who fills this position, particularly a faculty member, will have contact with other alumni who may be able to serve the chapter in a number of capacities by participating in professional activities, such as providing career counseling, arranging plant tours, speaking or arranging for speakers, participating in the Professional Recognition Ceremony or Professional Induction Ceremony and employment assistance.

Historian of the chapter – This is one of the most important duties of the Alumni Secretary. All chapter records – such as chapter meeting minutes, financial records, initiation registers, guest books, photo albums and articles about current and past members – should be maintained carefully. At the end of each year, an annual report based on data gleaned from these and other sources should be written and sent to the Grand Historian, with a copy sent to the National Office.

Solicit articles for THE HEXAGON – The Alumni Secretary should be familiar with the achievements and important activities of the alumni of the chapter and should solicit from them articles about those which would be of interest to all members of the Fraternity. Such articles should be submitted to the Grand Editor. The fall issue of THE HEXAGON is mailed to all members and is an excellent means for chapters to inform their alumni of activities of the chapter. Reporting these activities is the Recorder's duty. However, the Alumni Secretary might assume this function also.

Report changes of address – Alumni of the chapter generally maintain closer contact with their initiating chapter than with the National Office. Therefore, the chapter usually receives changes of address when an alumnus moves, whereas the National Office seldom does. Thus, it is imperative that the Alumni Secretary report changes of address to the National Office.



Manual of Procedure | Alumni Secretary

Assist the Master Alchemist – By continual exposure, the Alumni Secretary generally is familiar with the major responsibilities of each of the officers of the chapter and can give important assistance to the Master Alchemist as he or she trains the officers with respect to their duties.

Services Available from the National Office

The need for member lists, e-mail addresses and mailing labels generally is more closely related to alumni relations than other activities of the chapter. Contact the National Office for information concerning these services.

Meet with Your Successor

It is preferable that the Alumni Secretary be an alumnus who is willing to serve for a long and indefinite period. But even the most devoted alumnus sometimes finds it necessary to decline further service. When this occurs, the archives of the chapter must be made available to the new Alumni Secretary, and the duties of the office should be explained in detail. The current Alumni Secretary should pass on to his or her successor any suggestions regarding simplifying procedures, particularly with regard to maintaining records and passing on information to Grand Chapter officers and to using services available through the National Office.