

The Secretarial committee forms the nervous system of the Honors Program, responsible for much of the internal communication and assisting the faculty with all of the paperwork. Someone from this committee must be present at all meeting to take minutes and make sure they are publicized to the entire program (currently being done of the HP website and bulletin board). These minutes are essential for the Senate to monitor the activities of the various committees, for the members to know what is going on so they can voice an opinion or get involved, and for the faculty to be aware of what the students are doing. The committee also maintains an organized filing system in the Honors Program office, where current and graduated member contact information is being constantly updated, academic advising information restored, and off-campus opportunity archives expanded. Are you a business major looking for an internship next summer, and you want to see what other Honors Program students have done? Then contact the Secretarial committee for more information! Has your department recently changed guidelines for graduation? Contact the Secretarial committee! Do you want to make sure all of the alumni contact information is updated and accurate? Then join the Secretarial committee!

The Secretary shall be specifically responsible for:

1. Taking and publicizing minutes
2. Acting as the Honors Program parliamentarian at major meetings (defined as the Senate, Officers, joint session, and open forum meetings) whenever *Robert's Rules of Order* is invoked by the chair
3. Handling Honors Program paperwork
4. Obtaining and distributing all member contact information
5. Compiling academic advising information
6. Seeking opportunities for off-campus studies
7. Maintaining an organized filing system

#### *About HSC committees:*

The Officers and their committees are the real organs of the Honors Program. They specialize in general aspects of Honors Program activity and perform the work of the program in those arenas. Officer positions currently exist for five general functions of the program: communications, secretarial work, events, treasury, and spiritual life. The Communications Director leads a committee to produce a professional newsletter, maintain the website, publicize events, take pictures, and maintain historical records. The Secretary leads a committee to take and publicize all minutes from meetings, maintain member contact information, compile academic advising information, and maintain records of off-campus study opportunities. The Events Coordinator leads a committee to put together all Honors Program social and professional events, including Honors Program recruitment activities during ORU College Weekend and securing faculty sponsors for all proposed events. The Treasurer leads a committee to manage the bank account and execute fundraisers. The Chaplain leads a committee to conduct spiritual life-building activities, facilitate mentoring initiatives, coordinate outreach and community service projects, and promote Christian community in the Honors Program.