



Rocky Mountain Chapter of the Society for Technical Communication Elected Offices

Secretary

The secretary's responsibilities include the following:

- ✦ Take minutes at administrative council and other chapter meetings (or arrange for a substitute)
- ✦ Prepare and distribute copies of the minutes
- ✦ Write brief descriptions of chapter meetings for Technicalities
- ✦ Prepare correspondence related to chapter business

Typical commitment: 2-4 hours/week

Would you be interested in running for the office of secretary? If so, please send an email to runforoffice@stcrmc.org with your name, email, primary phone number, and the office you are interested in. Or send a letter to:

Nominating Committee
Rocky Mountain Chapter
Society for Technical Communication
820 S. Monaco Pkwy. #286
Denver, CO 80224



SOCIETY FOR
TECHNICAL
COMMUNICATION

Creating and supporting a forum for communities of
practice in the profession of technical communication.