

Recording Secretary: The Recording Secretary has the following duties:

1. In charge of mailing invitation letters to new candidates each semester (assisted by Corresponding Secretary)
2. At request of President, takes notes at all meetings to record major actions and attendance.
- ** 3. In charge of planning elementary school visits and related events
4. Signs new membership certificates
5. Initiating new members at initiation ceremony each semester
6. In charge of maintaining current member lists and Eta Kappa Nu electronic mail aliases
7. Other duties as delegated by President

Corresponding Secretary: the Corresponding Secretary has the following duties:

1. Coordinates with Vice-President and President to ensure that all forms are properly sent to Headquarters (new member forms, election of officers, etc.)
2. Assists Recording Secretary in mailing invitation letters to new candidates each semester
- ** 3. In charge of managing EE Can Recycling project
4. Initiating new members at initiation ceremony each semester
5. Other duties as delegated by President