

## SECRETARY



The secretary prepares and reads the minutes of meetings; sends out and posts meeting notices; has the agenda for each meeting available for the president; reads communications at meetings; counts and records votes when taken; attends to official correspondence; keeps permanent records; and maintains and has ready for each meeting current descriptions of officers' duties and a *Secretary's Record*.

### **The secretary should do the following:**

1. Record the minutes of all meetings.
2. Handle official chapter correspondence.
3. Send out meeting notices.
4. Prepare the written agenda for each meeting.
5. Maintain the *Secretary's Record*.

"Minutes" is the word used to describe the official record of what takes place at a meeting. The secretary prepares the minutes of each business meeting and reads those from the previous meeting as part of the order of business. The secretary should record the minutes of all meetings: formal, informal, and called. In preparing the minutes, it is not necessary to record discussion about a subject; rather, record decisions and actions taken by the group.

In preparing the minutes, the secretary should do the following:

1. Begin the minutes with basic information.
2. State the kind of meeting (regular, special, etc.).
3. Name of organization.
4. State the date and place of meeting.
5. State the fact of the presence of the regular chairperson and secretary, or in their absence, the name of their substitutes.
6. Give the status of the previous minutes (whether or not the minutes of the previous meeting were approved or their reading dispensed with).
7. Record in the minutes what is decided upon and done.
8. Record, whether carried or lost, the exact wording of every motion and amendment and the name of the member who made the motion/amendment. Stop the proceedings, if necessary, to get the exact wording of a motion. The secretary may request that a motion be submitted in writing by the member presenting it. Include all main motions and points of order and appeals, whether carried or lost, and all other motions that were not lost or withdrawn.
9. Record in the minutes the names of members who have been appointed to committees as well as the persons serving as chairs of those committees.
10. Include a copy of the treasurer's report in the minutes.

11. End by stating the time of adjournment.

The items listed above must be included in the minutes. Other items such as announcements and program highlights may also be included. Following are sample minutes from a local chapter meeting.

### **Attending to official correspondence**

The secretary should handle official correspondence of the organization by writing letters as needed or as directed by other officers and by keeping files of incoming and outgoing correspondence. In composing and preparing letters, the secretary should be careful to follow the accepted rules and practices of business correspondence.

### **Maintaining the *Secretary's Record***

The *Secretary's Record* is generally a three-ring binder that is used to collect and keep important documents concerning the business of the association. The record usually contains the following items:

- a copy of all approved minutes
- a list of all members
- a list of all standing and special committees, committee members, and chairpersons
- a copy of all committee reports
- a copy of the state and national programs of activities
- the constitution and bylaws of the organization

The secretary is responsible for keeping the *Secretary's Record* current and should bring it to each meeting.