

Being a SECRETARY

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GFWC Georgia

Recording Secretary 2020-2022



Congratulations!

You are the SECRETARY! An organization may have as many officers as it considers necessary, but in order to function properly, two officers are absolutely necessary. A presiding officer and a recording secretary.

By working in close harmony with the president, you may help make her job easier and contribute to a successful club year.

There are suggestions, tips and samples located in this booklet for your convenience

Duties of a Secretary

The duties of the secretary may vary somewhat with each organization based on their bylaws.

Examples of standard duties are as follows:

1. Keep accurate records of all business meetings of the organization and the Board. This record is called the Minutes. The minutes should be a record of what was actually done, not what was said.
2. Send the president a copy of the minutes as soon as possible after each meeting.
3. Call the meeting to order if the president and vice president(s) are absent. You will preside until a temporary chairman is elected by the assembly.
4. Call the roll when required.
5. Keep on file all club records, including committee reports.
6. Maintain an accurate membership list, unless this is the duty of another officer as prescribed in your club bylaws.
7. Make the minutes available for examination by the members upon request.
8. Notify officers, committee members and delegates of their election or appointments.
9. Maintain the official copies of the bylaws and standing rules of the organization.
10. Working with the president, prepare the agenda for each meeting of the club and the board.
11. Take to each meeting: a. Minute book b. Official copy of the bylaws c. Official copy of the standing rules d. A list of members e. A list of committees and membership of each f. Copies of the agenda g. Ballots h. Others supplies that may be needed
12. Handles correspondence and send out notices to meetings if there is not another officer or chairman assigned these duties.
13. Transfer all materials pertaining to the office to the newly elected secretary .

Taking the Minutes

- The minutes are the official records of the transactions of the organization and they must be complete and accurate.
- The minutes should contain only what was actually done at the meeting, not what was said by the members.
- The minutes should never reflect the secretary's personal opinion, favorable or otherwise, on anything said or done. EXAMPLE: (no delicious luncheon; no interesting speaker!).
- Minutes follow a pattern.
- The business must be recorded the way it was transacted although it may not have been in the proper order.
- Use a header to indicate the Name of the Organization, Name of the Meeting, date and location of the meeting.
- Follow an agenda.
- Minutes should contain certain information and leave out other.
- They generally follow a standard outline or agenda.

The **first paragraph** contains:

- a. The kind of meeting – regular, special or adjourned
- b. The name of the organization
- c. The date and time of the meeting and the place, if it is not always the same.
- d. A notation of the presence of the regular presiding officer and the secretary, or the names of their substitutes.
- e. Action taken on the minutes or the previous meeting (approved as read or as corrected)

The **body of the minutes** contains: (separate paragraph for each subject)

- a. Reports of officers, boards, standing committees, and special committees
 - i. Officers – at least the treasurer's report and others if they have them
 - ii. Board – given by the secretary for information
 - iii. Standing committee – this would include department reports and other standing committees listed in the club bylaws.
 - iv. Special committees such as committee in charge of upcoming fundraiser
- b. Motions
 - i. Final wording of all main motions with any amendments incorporated and any motion to reconsider; also whether each was adopted, lost or temporarily disposed of, but not is withdrawn
 - ii. All notices of motions
 - iii. All points of order and appeals, noting whether sustained or lost, and giving the chair's reasons for the ruling
 - iv. The name of the maker of important motions, but not the seconder
- c. Announcements
 - i. The last paragraph contains the hour of adjournment.
 - ii. The minutes are closed with the signature and title of the person writing the minutes.

Getting the Minutes Approved

The minutes can be:

- 1) Read and approved at the beginning of the next regular meeting.
 - a. Secretary will stand and read the minutes – use a microphone if possible.
 - b. Secretary states written by her name and title.
 - c. The chair will ask for any corrections.
 - d. The chair will instruct the secretary to make any valid corrections.
 - i. Corrections can be made by drawing a circle around the work to be corrected on one line through the word or words.
 - ii. If there is an omission, insert a “^”, circle it and draw a line out to the left margin.
 - iii. The Secretary should initial and date the correction.
 - e. The chair will declare the minutes approved “as written” or “as corrected”.
- 2) A committee may read and correct the minutes and then they are approved as written or corrected at the next regular meeting.
 - a. Committee reads the minutes either together or individually.
 - b. Committee, either together or individually provides corrections to the Secretary, copying the chair.
 - i. Corrections can be made by drawing a circle around the work to be corrected on one line through the word or words.
 - ii. If there is an omission, insert a “^”, circle it and draw a line out to the left margin.
 - iii. The Secretary should initial and date the correction.
 - c. At the next meeting, the Secretary states that the minutes were read by the Committee and the minutes are approved “as written” or “as corrected”.
- 3) The minutes may be sent to the attendees via an electronic method.
 - a. The attendees should be given a timeframe to respond with suggested corrections.
 - b. The attendees will submit suggested changes to the Secretary, copying the chair.
 - c. At the next meeting, the Secretary states the minutes are approved “as written” or “as corrected”.

Minute Tips

Minutes are the legal record of the club.

They may also be the only written history of the club.

Be careful to keep them in good order, always in the possession of the secretary.

Be very cautious when "cleaning out the files" that old minutes do not become part of the things destroyed!

Please identify people named in the minutes by first and last names. Future secretaries and club members may not know who "Betty" was. Y

ou should write "Pledge of Allegiance to the Flag of the United States of America," never just "Pledge." Your presiding officer should say the same.

Be sure to sign the minutes.

The secretary should read the Actions of the Board.

The secretary should read the recommendation (s) of the board of directors (or executive board) and then state, "By direction of the board I move that this recommendation be adopted".

It does not require a second as it is from a committee of more than one person.

The term secretary pro tempore is used to denote a person filing in for an absent secretary.

The minutes are the secretary's report. she may, however have another report separate from the minutes.

The tellers' report is entered in full into the minutes, becoming a part of the official record of their organization.

Preparing an agenda is the usual duty of the secretary although many presidents prefer to prepare their own.

Minutes may be corrected in either margin.

It is wise to leave margins wide enough to do this easily.

The purpose of outlining the minutes in the margin is to help someone find a particular item easily.

It would not be necessary to read this outline when the minutes are read for approval.

The secretary has all the rights of membership including making, seconding, and debating motions. She is usually too busy to take an active part in the business of the meeting.

If a program is held in conjunction with the regular business meeting, the name and subject of the guest speaker can be given, but her remarks should not be summarized.

Any other type program can be noted, but again, editorial remarks are out of order in the minutes.

Record all business in the order in which it was presented in the meeting even though not quite in parliamentary order.

Create a template that you can use each meeting to make the taking of the minutes easier and consistent .

SAMPLE SET OF MINUTES

Call to Order

The regular meeting of the XYZ Club was called to order at 8:00 p.m., September 10, 2021 at the Classic Center by the President Laney Mae Bolt.

The secretary was present.

Opening Exercises

Cindy Groves gave the devotion.

The Pledge of Allegiance to the Flag of the United States of America was led by Terry Surface.

Members and guests were welcomed.

Minutes -The secretary read the minutes of the previous meeting, August 8, 2021. They were approved as read.

Corresponding -Thank you notes were read from the Library, Wounded Warrior and CCI for donations. An invitation to attend a parliamentary law workshop was received.

Report of Sally Ride, on behalf of the membership Committee, reported that we gained 12 new members.

Report of Stephanie Storms, on behalf of the Legislative Committee, reported that the Georgia Session begins January 5, 2022. The committee recommended that all members of the club write letters expressing their view on pending legislation. On behalf of the committee, she moved the adoption of the recommendation. The recommendation was carried.

Report of Susan Bradley, on behalf of the Fundraising committee, appointed to investigate the possibility of our Committee sponsoring a Garden Tour, moved that a Garden Tour be held the first week in March with tickets to cost \$50.00. The motion failed.

Unfinished

The motion, which had been postponed from the previous meeting, "that the Club buy a new computer for the clubhouse" was before the assembly for General Order consideration. After amendment, it was adopted as follows: "that the Club buy a new Apple computer for the clubhouse, the cost not to exceed \$8,000.00."

New Business

A motion by Lisa Foster, "that the Club plan a parliamentary seminar to be held on a Saturday in the spring," was referred to a committee of three to be appointed by the president and to report at the next meeting. The president appointed Felica Frank, Mary Myers and Sullivan Ford.

Adjourn

The meeting was adjourned by general consent at 9:05 p.m.

Secretary Name, Title Date:

Approved: As written or corrected