



SECRETARIES TAKE NOTE

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Now That Your Secretary

- Locate a copy of the bylaws and Standing Rules.
- Find out your responsibilities: Do you co-sign checks? Do you notify board members of upcoming meetings? Do you have to present a workshop?
- Request previous secretaries materials.
- Be prepared when you come to meetings: Have notebook, paper, pens, and pencils to take notes.
- Type minutes when they are fresh in your mind.
- **Supplying the Minutes: Minutes can not be sent to anyone with Financial information via email.**

Secretary Do's

- Be prompt at meetings
- Be accurate
- Enter minutes in an official **Bound Book with numbered pages**
- Make minutes as brief as possible
- Record mover of motion
- Check with the president before the meeting for the agenda
- Take copies of all handouts to be put with minutes
- Indicate that minutes are “approved as written” or “approved as corrected” and date that action
- Sign minutes

Secretary Don'ts

- Add personal comments in the minutes
- Let notes on meeting “get cold”
- List person who seconded motion, unless requested by the assembly
- Record details of debate or discussion by members
- Read Executive Committee minutes in the meeting of the Association (only read recommendations)

General Responsibilities

- **Filing:** Copies of all minutes, correspondences, committee reports, newsletters, meeting notices, etc. should be maintained in the official files of the unit.
- **Meetings to be attended by the Secretary:** All general membership meetings, board of directors meetings, and executive committee meetings.
- **Transition:** The outgoing and incoming secretaries should meet, prior to July, and transfer all records and discuss the record keeping system and the secretary's role and responsibilities.

Meeting Minutes

- Meeting minutes should be **accurate** and as **brief** as possible.
- **Personal opinion and details of debate or discussion are not included.**
- According to the IRS, minutes need to be a permanent file and kept forever.
- A printed Treasurer's report should be attached to the minutes. The minutes should also include a sign-in sheet to record attendance.
- **Remember, if it is not in the minutes, it did not happen.**
- **Remember, minutes can not be sent to anyone with Financial information via email.**

Recording a Motion

- Indent or separate motions so they can be easily found.
- Minutes state the name of the maker of the motion but not the person who seconds the motion.
- Minutes contain the action taken on the motion.
- When a motion is withdrawn, the effect is the same as if it had never been

Question and Answer Period