

# ROLE OF THE SECRETARY



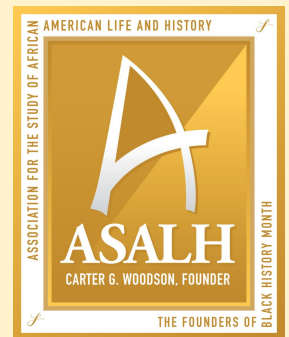
## BRANCH OFFICERS' MEETING

**September 8, 2022**  
**8:00 pm**

**SUSAN SIMMS MARSH**  
**NATIONAL SECRETARY**

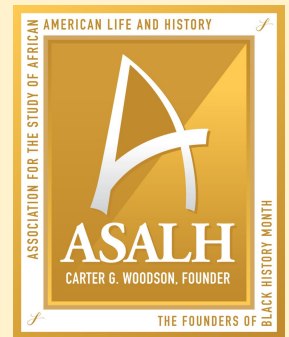
# AGENDA

- ✓ Qualifications
- ✓ Role and Responsibilities
- ✓ Purpose of Minutes
- ✓ Preparing Minutes



# QUALIFICATIONS

- ✓ Member in good standing
- ✓ Excellent verbal and written communication skills
- ✓ Detail-oriented
- ✓ Ability to organize and prioritize work



# ROLE AND RESPONSIBILITIES

- ✓ Maintain custody of official Branch records
- ✓ Prepare Branch minutes
- ✓ Provide required meeting notice to members
- ✓ Provide National Office requested official Branch reports
- ✓ Establish records management system for non-financial Branch records



# PURPOSE OF MINUTES

- Inform
- Protect
- Record



# PREPARING MINUTES

- ✓ Refer to the final meeting agenda to prepare an outline of the Branch minutes
- ✓ Clearly set forth exactly what action occurred or motions voted upon at the meeting
- ✓ Name of the seconder of a motion should not be entered in the minutes unless ordered by the Branch
- ✓ When a vote is by ballot, the number of votes on each side should be entered
- ✓ When a vote is by roll call, names of those voting on each side and those answering “Present” should be entered
- ✓ Identify in the minutes documents or reports incorporated by reference or attached to the minutes



# MINUTES CHECKLIST

- ✓ Date, time and location of Branch meeting
- ✓ Type of meeting: regular or special
- ✓ Whether the meeting is held by conference call, video conference or in person
- ✓ Beginning and ending times
- ✓ Names of the presiding officer and secretary, or in their absence, the names of their substitutes
- ✓ Attendees name or sign in sheet



# MINUTES CHECKLIST

- ✓ Action taken (i.e., discussion, approved, deferred, note receipt of information)
- ✓ Exact wording of each main motion as it was voted on, and whether it passed or failed, along with the name of the maker
- ✓ Wording of the motion should incorporate amendments adopted during the main motion's consideration
- ✓ Disposition of the motion: adopted, failed “after debate,” “after amendment,” or “after debate and amendment”
- ✓ Resolutions adopted





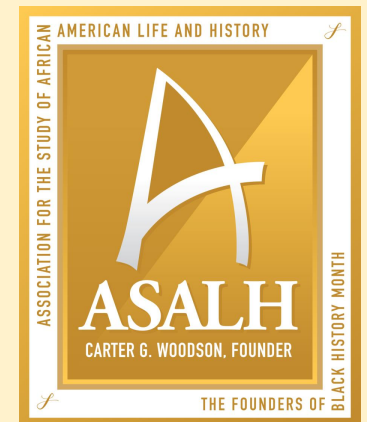
# CHOOSE WORDS CAREFULLY

- Simple, unambiguous language without color or unnecessary adjectives
- Descriptive terms should not make value judgment
- Secretary remains a neutral recorder of the meeting
- Minutes should never reflect the secretary's opinion, favorable or otherwise, on anything said or done

## HOW YOU SAY IT CAN MAKE A DIFFERENCE

“The President noted the Membership Committee had not been diligent in its efforts to . . . .”

The President requested each member of the Membership Committee to increase efforts to . . . .”



# REVIEWING AND FINALIZING MINUTES

- ✓ Draft minutes do not become the official record of proceedings until approved by the members.
- ✓ Corrections made to the draft minutes at the meeting the minutes are approved and are made in the text of the minutes being approved.
- ✓ Minutes of the meeting at which the corrections are made should indicate the minutes were approved “as corrected,” without specifying the corrections.
- ✓ Sign the minutes after approval by the members.
- ✓ If the existence of an error or material omission in the minutes becomes established after approval, the minutes can be corrected by a motion to Amend Something Previously Adopted.



# STORING MINUTES

Retention of Minutes

Minute Books

Electronic Storage

Indexing Minutes

Motion Book

Meeting Files



# MINUTES TOOLKIT

- AGENDA
- ATTENDANCE FORM
- MINUTES FORM
- SHORT FORM MINUTES
- RESOLUTION
- ROLL CALL FORM

