



Instructions for Secretary

Duties of the Secretary

The secretary has responsibility for recording accurate minutes of chapter meetings and for handling official correspondence as requested by the chapter.

Minutes

Minutes are the historical record of your chapter, so your role in maintaining the minutes is very important. The following guidelines will be helpful to you:

- ❖ Minutes should be prepared in a neat and consistent format, signed by the chapter president and secretary, and maintained in a permanent book. Copies of the minutes from all meetings should be available at all chapter meetings.
- ❖ Minutes should be prepared in ink.
- ❖ Minutes should be presented at the next regular meeting for approval. Your chapter may choose to have you read the minutes or may prefer that you distribute printed copies. Approval of those minutes should be reflected in the current meeting's minutes. As soon as the minutes are approved, or approved as corrected, they should be signed.
- ❖ Minutes should be brief but complete. They are the chapter's record of what was approved by the membership. Be sure to record all actions taken; it is not necessary to record all points of discussion or opinions. Include all business conducted by reports, letters, and motions.
- ❖ Minutes should begin with the chapter number, the date and location of the meeting, and a statement as to whether they are for a regular or special meeting. The names of officers present and absent should be listed, along with the names of any acting officers. Note the total number of members present.
- ❖ If you have a regular opening ritual, you may describe it or you may simply state: "The meeting was opened in regular form."
- ❖ All motions, unless withdrawn, should be recorded. Include the exact wording of the motion, who made the motion, who seconded the motion, and whether or not the motion carried. If a motion is very important, record how many members voted in favor of the motion and how many were opposed.
- ❖ Minutes should follow the regular order of business your president uses in conducting meetings. A sample agenda might look like this:
 - A. Roll call of officers
 - B. Minutes of the previous meeting
 - C. Initiation of new members
 - D. Treasurer's report
 - E. Bills and communications
 - F. Committee reports
 - G. Unfinished business
 - H. New business
 - I. Special program
 - J. Adjournment
- ❖ The treasurer should read and/or distribute a report at each monthly business meeting. A summary of the information should be included in the minutes, and any written report should be attached to the minutes.
- ❖ The minutes are the property of the chapter and must be passed on to your successor.