

HELPFUL HINTS FOR SECRETARIES

JOB DESCRIPTION: SECRETARY

OBJECTIVES: To document and maintain the official record of all business conducted by the League.

RESPONSIBILITIES:

1. Take minutes at all decision-making meetings of the League and at the annual meeting.
2. Maintain records of attendance at all board meetings.
3. Prepare and distribute minutes in a timely fashion.
4. Maintain a hard copy file of all minutes with corrections and written reports.
5. Assist with League correspondence as needed.
6. Sign official papers.

The secretary records all plans, proposals and decisions made by the local League board. Minutes, the historical legal record of the organization, are kept of all meetings where business is conducted: board meetings, annual meetings, and any others at which decisions are made.

MINUTES - THE RECORD OF LEAGUE POLICY MAKING

It is helpful to understand the uses to which minutes may be put:

- To remind present board members of decisions made and actions which they should take.
- To tell absent members what happened at the meeting.
- To tell future interested people why certain decisions were made and what the League's reasoning was at the time.

WHAT SHOULD BE INCLUDED

- Name of League, type of meeting, date, time and place.
- Name of presiding officer, those in attendance, those absent.
- Record of all corrections to minutes.
- A treasurer's report - the previous balance, income and expenditures and present balance.
- A membership report - current number including new members and drops.
- All motions, in their entirety, including the name of the mover, whether it was seconded and the final vote.
- All pertinent discussion and policy decisions.
- All dates of activities.
- Names of those suggested for committees and jobs.
- Identify each person completely the first time they are mentioned in the minutes; use last name thereafter.
- Record subjects in the same order as they appear on the agenda. (It is helpful to use paragraph titles and capitals for each item - e.g. TREASURER'S REPORT, ANNOUNCEMENTS, etc.)
- Copies of communications directed to League (not material from LWVNYS/US unless specific to the local League).
- Time of adjournment.
- To serve as the legal record of the League's operations and authority to act.

Helpful Hint: Because the minutes often contain 'to do' lists for board members, it is helpful to circulate them as soon as possible after the meeting."

DUTIES OF THE SECRETARY

- If unable to attend a meeting arrange for a substitute.

- Gather written reports from board members for use as a basis for the minutes.
- Write a rough draft of the minutes as soon after the meeting as possible and send to the president to correct.
- Distribute a binder of the minutes with the next board meeting agenda (obtained from president). - Keep a file containing copies of all minutes, reports and any relevant addenda to the minutes. These form the historical legal record of your League.
- **Fill out local board list form sent by LWVNYS every June. Immediately send changes to state office to ensure .**
- Provide motion slips and encourage all motions to be written on them.

ANNUAL MEETING MINUTES

Please be sure that the following information is included in your local League's Annual Meeting minutes so that your League files will have records of the decisions made and action taken.

1. Number of annual meeting (e.g. 15th)
2. Number of members and guests present
3. A quorum was present
4. Rules were adopted
5. Name of parliamentarian
6. Record of previous annual meeting minutes approved
7. The names of the committee to approve this year's minutes
8. Treasurer's report
9. Audit report
10. Special reports
11. Adoption of the budget
12. Bylaws changes adopted?
13. Local program adopted, with some reflection of the discussion and reason for its adoption
14. Officers and Directors elected and terms of office
15. Direction to the Board of Directors (from members)

SAMPLE MINUTES

The Board of Directors of the League of Women Voters of _____ was called to order by _____ (name and League position) on _____ (date) at _____ (time) at _____ (place).

PRESENT: Blinton, Alcott, Brown, Cotton, Dent, Drake, Shepherd, Newton, White.

ABSENT: Ebers, Winters.

MINUTES: June 5, 19____, minutes, page 2, line 17, were amended to read "the finance drive total was \$665," instead of "\$645." Motion to approved the minutes as amended by Binton, seconded by Alcott. The minutes were then approved as amended.

TREASURER - Kathy Dent (Report on File)

September 1 balance \$1,495.78. Income for the month \$325, expenditures \$450, including the third PMP to LWVNYS of \$212.50, leaving a balance of \$1,370.78 as of September 30. Dent reminded board members to submit their expenses for reimbursement.

ANNOUNCEMENTS: Invitation from Chamber of Commerce to attend an all day conference on citizen involvement in government was read. Payment of a registration fee of \$15 for two board members was authorized; others may attend on their own.

MEMBERSHIP - Mary Cotton

Membership last year 140, current membership 145. There are five new members this month and 2 drops. Prospect list of 25 is receiving the monthly bulletin. Orientation meetings for 15 new members and several others scheduled Oct. 14, 8:00 PM; Oct. 15, 1:00 PM. Sheet for board help circulated. Meetings at charter member's home - Mrs. Brisco, Devon Rd.

PUBLICATIONS - Ruth Drake

Publications service was described for new board members since it had been omitted from the board orientation for lack of time. Drake called attention to the newly printed *Action for New York*. The board discussed the idea of cooperation among public relations, publications and program directors for better promotion of useful League publications. Drake will submit a plan in November.

PUBLIC RELATIONS - Estelle Brown

Brown reported that the *Daily Times* did print a story on the high school students attending LWNYS Legislative Conference, but there was no success in getting the newspaper story on the new study of urban renewal. Barbara Tate suggested that the PR committee meet with the urban renewal committee before the next board meeting to see if a plan could be worked out for developing community understanding. Tate will set this up.

VOTER SERVICE - Betty Shepherd (Report on File)

An indecisive interview with Henry Mencken, the managing editor of the *Daily News*, was held re: publication of candidates' questionnaires. It was agreed that there must be a clear understanding with the paper before the work of collecting candidates questionnaires begins. Shepherd will follow up, with a decision to be made no later August 20. An order for 25,000 FFV has been placed, including an order from the Marion Steam Shovel Company and another from the State Bank of the Finger Lakes, totaling 15,000. It was agreed that the demand for election material this year is heavy and that we should get more FFV if available.

LOCAL PROGRAM - John Newton

There was a disappointing turnout of three at the first meeting of the new local item committee despite great interest at the annual meeting. There was a brief discussion of steps to take - calling new names secured from membership interest records and offering rides; better time for meetings; serving food to make it an enjoyable social occasion as well; laying out tentative plans and asking each potential committee member what part he/she would like to undertake. Newton will follow up on these suggestions. Next meeting scheduled for October 11.

After discussion Newton MOVED that "urban renewal reference materials, not authorized in the budget, in an amount not to exceed \$20, be purchased for the use of the committee." SECONDED and CARRIED 6-2.

APPORTIONMENT - Judy Lane (Report on File)

Three units, attended by 32 people, agreed that population should be determining factor in one legislative house. Twenty-seven of them had attended the previous general meeting. The fourth unit was very vocal, very divided, and resorted to a count: 4-one person, one-vote, throughout; 5-population, 1 house; 6-just don't know. The board further discussed the prevailing opinion in the League. Lane MOVED that the League report to the state League its consensus on population as the determining factor in one house. SECONDED and CARRIED 5 yes, 3 no.

JUDICIAL - No report this meeting.

IR - Jane White

White asked the board's permission to act with the United Nations Assoc. and AAUW to plan for UN day. After determining that the groups were those customarily involved in such observances, the director was so authorized.

BULLETIN Deadline - Saturday, November 4.

Patricia Ebers sent word by Brown that she needed material about plans for Community Day in connection with the business finance drive. It was suggested that the bulletin carry new members' names each month. Brown will take the ready bulletin material and this suggestion to Ebers.

ADJOURNMENT - 10:40 PM

RESOURCES

- *League Basics (In League)* (LWVUS): An essential tool for League leaders. <http://www.lwv.org/AM/Template.cfm>
- *Welcome to the League* (LWVNYS): Contains general information about the League. <http://www.lwny.org/localLeague/Welcome>