

SKILLS for the SECRETARY

Record Keeping/ Letter Writing
Listening & Ability to Check for Understanding
Recording

The SECRETARY

- Takes attendance at meetings
- Collects meeting agenda items at least two weeks in advance from general club membership and shares with Executive Committee
- Assists Executive Committee in setting agenda
- Posts or mails the Council agenda at least three days before meeting, or other print material for meeting as required
- Reads letters to the club at meetings
- Keeps minutes (notes) from all the meetings
 - Topics of discussion
 - Motions & Seconds (by who and what specifically)
 - Results of voting
- Writes club letters, such as thank you letters, invitations and requests for information

HOW CAN I HELP AS SECRETARY?

- Have the minutes from previous meetings available for clarification
- Promote the meetings by making sure agendas and minutes are completed and delivered in a timely fashion
- Be a really good listener. Since accuracy is so important, ask people to repeat things if you are not sure what they said, or repeat back what you think they said. (Check for Understanding). Eventually your record is the only thing left after a meeting.
- Make sure you are clear what someone has said before you write it down.
- Keep the lines of communication between you and the other club members open, make sure everyone understands each other.

RESOURCES

- 1) Secretary's Book <http://cru.cahe.wsu.edu/CEPublications/c0240/c0240.pdf>
Writing Thank You Letters <http://sumac.com/how-to-write-the-perfect-thank-you-letter>
- 2) Appendix: Active Listening
- 3) What Does a Secretary Record? <http://4h.wsu.edu/council/guidelines/chap04.pdf>