

Club Secretary – Set District Nine to Music

Presented by Sharron Vance, District Secretary



INCOMING CLUB SECRETARY WORKSHOP

Sixty-Third District Conference

April 2020-2021

Incoming Club Secretary Workshop - A good secretary is key to a well functioning club. This workshop will include discussion on your areas of responsibility, a timeline for submitting important information and other resources to help you strike the right note for with your club.

Club Secretary – Strike the Right Note

Club secretaries are essential to a smooth running club and this is one position that your club cannot do without. Other than the Club President or President-Elect, your club cannot conduct a meeting nor have proper record of it without you, the recording secretary. It takes a special person to do the job well and your club has selected you to handle this responsibility.

Members of the club may not be aware of the many responsibilities of the club secretary, but fail to submit a member's name for a perfect attendance award and then everyone knows of your mistake/responsibility. Let's review your responsibilities and deadlines; notes to a successful club.

SUMMARY OF RESPONSIBILITIES

Attendance

- Keep a record of attendance at all meetings and programs.
- Report perfect attendance to the District Secretary for the Sue R. Powell Attendance Award.

Minutes

- Attend all meetings of your club, club board and/or foundation board and take accurate minutes.
- Publish and distribute minutes to the club members and/or board members.

Permanent and working files

- Keep a working file of current year documents that may include the most recent dues report, files for each club officer and committee chairs, and current issues of International and District publications.
- Maintain a permanent file of all important papers including minutes, newsletters, yearbooks, and copies of IRS Form 990 if applicable and turn them over to your successor for safekeeping.
- Considering saving your documents in the Shared Files – Club section on the Altrusa website.
- See Appendix for reference of permanent and working files from the Club President's Handbook.

Communication

- Notify all members of the time and place of your club meetings.
- Handle the general correspondence of the club and president as requested.
- If requested, collect service volunteer hours from club members and provide to the club president for the Club Annual Report.

District / International

- Send a roster of officers and committee chairs immediately after the election to the International Office and the District Governor.
- Send the names of the District Conference delegates and alternates to the District Secretary at least 30 days before Conference.
- In odd numbered years, send the names of the International Convention delegates and alternates immediately to the International office.

NOTE THE SECRETARY'S CALENDAR GUIDE

MARCH / APRIL / MAY

- Attend District Conference and the Secretary's Workshop.
- Attend the exchange/transition workshop scheduled by the incoming president.
- Attend the installation of the new board of directors.
- Attend and take minutes of the transition meeting scheduled by the incoming president with the incoming board.
- Work with the outgoing secretary to ensure that the club perfect attendance records are complete and sent to the District Secretary by June 1st. See Appendix for a sample of the district policy on perfect attendance and for a suggested form for submitting your report to the District Secretary.
- Ask your president if there will be any adjustment to the number of official meetings of your club. This must be done by June 1st and will affect perfect attendance calculation.
- In odd numbered years, send the names of delegates and alternates to the International Convention within 10 days after election to the International Office.

FISCAL YEAR: JUNE 1 – MAY 31

JUNE

- Welcome to your new role as Secretary.
- Issue notices of club meetings or delegate this duty.
- Maintain the attendance roster.
- Attend and take minutes of board meetings and club meetings.
- Handle correspondence as requested by the president.
- Maintain the permanent records of the Club.
- Perform other duties as requested by the president or board of directors.

JULY

- In odd numbered years, consider attending the International Convention.

NOVEMBER

- In even numbered years, attend District Fall Event.
- Remind club members interested in earning a perfect attendance award for the current year to notify you of any make-up meetings they attended.

JANUARY / FEBRUARY

- Upon receipt of slate of candidates for club officers and director(s) from the Nominating Committee, distribute the slate to the club membership through email or by newsletter.
- Send names of delegates and alternates to District Conference to the District Secretary no later than 30 days before Conference. A suggested form for submitting the names is in the Appendix.
- Send the names of deceased Altrusans for the District Conference Memorial Service to the District Secretary by the date specified by the Governor and detailed in NoMN.

MARCH

- Immediately following elections (no later than 10 days), email list of new officers and committee chairs to the International Office and the District Governor.
- Notify club members who are within 4 meetings of having perfect attendance for the current year and give them an opportunity to notify you of any make-up meetings they attended.

APRIL

- Attend District Conference.
- Remind the incoming secretary to attend Conference and especially her Secretary's Workshop.
- Review the checklist for the year to verify that all responsibilities of your office have been completed.
- Attend your club's exchange workshop for the new officers, and make sure club books and records are up to date.

MAY / JUNE

- Attend installation of the new board of directors.
- Attend the transition meeting scheduled by the incoming President, if invited.
- After the completion of the club year, finalize the working files and the permanent record of your minutes and other documents, and pass it along to the incoming secretary so she can maintain the records in the coming year. These documents may be in paper or electronic form as determined by your president and board.
- Report the names of Club members eligible for the Sue R. Powell Perfect Attendance Award to the District Secretary by June 30th.

Finding the Right Key in Minutes

KEY NOTES

- ∂ “Minutes... should include only what was done in the meeting and not what was said” per Robert’s Rules for Dummies.
- ∂ Minutes are the official, legal record of the club.
- ∂ They can assist absent members stay informed of club business.
- ∂ Inform club leaders of actions and assignments for follow up by providing a record of their actions and decisions.
- ∂ Provide a valuable review of past activities and provide continuity to procedures and traditions of the club
- ∂ Help in planning and formulating the agenda for future meetings and programs.
- ∂ They can be a valuable resource in assessing member participation when considering committee chair appointments and officer nominations.
- ∂ Provide dates for year-end report writing and create an accurate and important history of your Club’s activities.

WHAT’S INSIDE?

First Paragraph

- ∂ The Club’s official name and the type of meeting (business, program, board).
- ∂ Place, date and time convened.
- ∂ Call to order and the presiding officer.
- ∂ Correction and approval of the previous meeting’s minutes as read or as distributed.
- ∂ The names of the board members present at board meetings and the names of any guests.
- ∂ Time of adjournment.

Body of Minutes

- ∂ The exact wording of motions (and amendments), the name of the maker, that the motion was seconded, and the motion’s (and any amendments’) outcome. Motions that have been withdrawn should be omitted. A suggested Motion Form is in the Appendix.
- ∂ Treasurer’s reports as received for filing.
- ∂ Program details, including the theme or subject of the meeting, speaker’s name, and title of the talk, film, or other presentation.
- ∂ The exact wording of committee recommendations as presented by the chair or her designated agent. No second is necessary.
- ∂ At board meetings, the exact wording of committee assignments, including any power to act, due date, and names of committee chairs.

SPARE NOTES

- ∂ Use the president's agenda as a guide and for accuracy, and include a clean copy of the agenda with your minutes in the club's permanent files.
- ∂ Officers are always referred to by TITLE, not NAME.
- ∂ Refrain from editorializing – your job is to record the facts and be informative. Minutes are not a record of the discussions.
- ∂ Request that motions be written out on a Motion Form by the person making the motion and written out exactly as moved.
- ∂ Finalize the minutes promptly and submit a draft to the president for review. After the president has edited and reviewed the minutes, email the draft copy to the membership for review prior to the next club meeting.
- ∂ Once the minutes have been approved by the club members, create a final and approved copy for your files and distribute to the president and board members.
- ∂ Try to familiarize yourself with Robert's Rules of Order, particularly if your Club does not have a parliamentarian.

RESOURCES

- ❖ Robert's Rules for Dummies, 2nd Edition
- ❖ Altrusa International, Inc. 2014 Club President's Handbook
- ❖ Altrusa International, Inc. 2016 Club President's Handbook
- ❖ Altrusa International, Inc. Bylaws Revised as of 01-25-15
- ❖ Altrusa International Resource Guide 4-30-14
- ❖ Altrusa Official Policies 7-22-15
- ❖ Altrusa International Point of Order June 2015
- ❖ District Nine Secretary Workshop 2011, Dorothy Nowlin

For more information regarding your duties or questions about being secretary of your club, please contact your 2020-2021 District Secretary Sharron Vance.

Sharron Vance
sharronvance@gmail.com
718 Pebblecreek Drive, Garland, TX 75040
214.707.2444

APPENDIX

Perfect Attendance Award Criteria

Objective

Every member of Altrusa International District Nine is eligible to participate in the Perfect Attendance Award.

Eligibility

Members of District Nine achieving perfect attendance status in accordance with the following guidelines will be issued an award certificate at the District Conference following the Club year in which perfect attendance was achieved.

Guidelines

When a member misses a scheduled meeting, the meeting may be made up by attending a scheduled business or program of another Altrusa Club, an additionally scheduled business or program meeting of the local Club, an International Convention, a District Conference or workshop, prior to the end of the Club year. A Credit for Attendance card may be used to record all make-up meetings. All Altrusa Club meetings are open to all Altrusans.

The base number of scheduled meetings will be established by each individual Club prior to June 1 of each year, i.e., if your Club meets 24 times each year, 24 will be the base number of meetings to attend to achieve perfect attendance. An additional scheduled meeting of the Club must be designated prior to the beginning of the Club year (June 1) and published in the yearbook or calendar of scheduled meetings to count as a makeup meeting. A maximum of four (4) make-up meeting will be allowed in consideration for obtaining perfect attendance status.

Procedure for Submitting Recipients' Names

At the end of each Club year, the OUTGOING Secretary of the Club or the Club member responsible for maintaining the attendance records will be responsible for submitting a complete typed (or printed) list of member's names who have achieved perfect attendance status to the District Secretary.

SUE R. POWELL PERFECT ATTENDANCE SUBMISSION FORM **

Email to the District Secretary, Sharron Vance, by deadline of June 30th

The following members of Altrusa International of _____, Inc. have achieved Perfect Attendance for the club year beginning June 1, 2018, and ending May 31, 2019, and are eligible for the 2018-2019 Sue R. Powell Perfect Attendance Award:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Submitted by: _____

Submit by June 30th to:

District Secretary, Sharron Vance

sharronvance@gmail.com

Questions? Call me at 214.707.2444

**** This is just a suggested form to remind you to send in this information.**

FORM FOR REPORTING DELEGATES AND ALTERNATES **

Email to the District Secretary, Sharron Vance, immediately after election, but no later than 30 days before the 2020 District Conference.

Altrusa International of _____, Inc.

Official membership count as of January 2, 2019 _____

As per the District Bylaws, Article V, Section 1 (Delegates to Conference):

Each club in good standing in International that has a total Active membership of fifteen (15) or less for whom dues have been paid to International, and to the District where applicable, shall be entitled to one (1) delegate and one (1) alternate. For each additional fifteen (15) members or portion thereof, a club shall be entitled to one (1) additional delegate and alternate up to a maximum of five (5) delegates and five (5) alternates.

Eligible Delegates _____ Eligible Alternates _____

Delegates:

Alternates:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Submitted by: _____

Submit immediately after election, but no later than 30 days before Conference

District Secretary, Sharron Vance

sharronvance@gmail.com

Questions? Call me at 214.707.2444

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MOTION FORM

Altrusa International of _____

I Move _____

Amended: _____

Motion proposed by _____

Seconded by _____

Amendment proposed by _____

Seconded by _____

Action: () Approved () Disapproved () Failed for Second () Withdrawn

() Referred to _____

NOTES: