

# SUCCESS FOR CHAPTER SECRETARIES

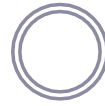


**Professional Development &  
Networking Forum**



California Division

# POSITIONS OF A SECRETARY



Secretary



Recording

Corresponding

# **DUTIES OF A SECRETARY**



**Duties of the Recording Secretary**

**Duties of the Corresponding Secretary**

**Forms with Headquarters**

**Web Community**

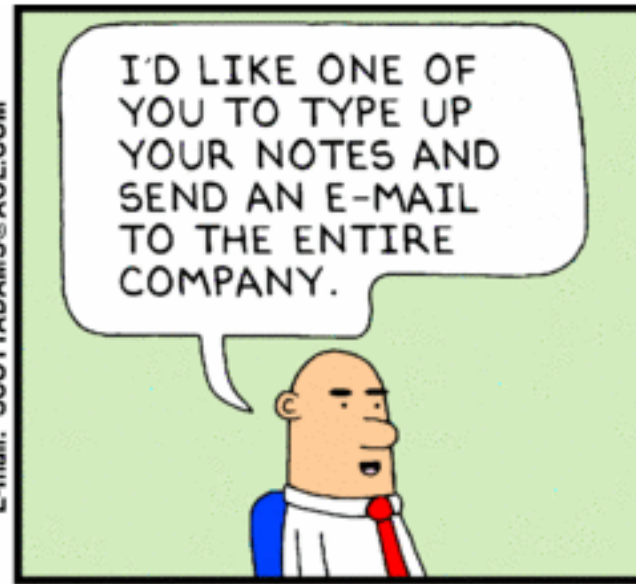
# DUTIES OF THE RECORDING SECRETARY



- ✓ **Preparing for the Meeting**
- ✓ **Recording / Distributing Minutes**
- ✓ **Maintaining Official Documents**



E-mail: SCOTTADAMS@AOL.COM



© 2004 Scott Adams, Inc. /Dist. by UFS, Inc.





4-4-04

www.dilbert.com

# PREPARING FOR THE MEETING



- **Before the Meeting**
  - Send Agenda to Members
  - Create Template for taking notes/minutes
  - Gather Info
- **During the meeting**
  - Use Attendee List
  - Taking Notes
  - Action Items / Decisions (Motions)
- **After the Meeting**
  - Review Your Notes
  - Send Final Minutes Immediately Following Meeting
  - Keep Notes for Reference

# RECORDING / DISTRIBUTING MINUTES



- **Minutes are the record of the meetings**
- **Minutes capture the essential information**
  - Motions / Decisions
  - Assigned Actions
- **Minutes are reference for the future**

# MAINTAINING OFFICIAL DOCUMENTS



## Business Records

Record Type	Retention Period (Years)
• Bylaws	Permanent
• Contracts and agreements (general)	10 years
• Budgets	3 years
• General Correspondence • Legal Correspondence	3 years Permanent
• Minutes	Permanent
• Membership Files	3 years
• Rosters	Permanent

# DUTIES OF THE CORRESPONDING SECRETARY



- ✓ **Communications with Members**
- ✓ **Public Relations**
- ✓ **Written Correspondences**

# COMMUNICATIONS WITH MEMBERS



- **Meeting Flyers**
- **Chapter , Division  
& International Communications**
- **Special Invitations**

# **PUBLIC RELATIONS**



**Local Media**

**Trade Publications**

**Local Newspapers**

**Websites**

# WRITTEN CORRESPONDENCES



**Birthdays**

**Anniversaries**

**Sympathy**

**Get Well**

**Congratulations**

# **WEB COMMUNITY**



**California Division Membership**

**Southwest District Discussion**

**Pathways to Excellence**

**General IAAP Discussion**



**Questions?**