

SECRETARY WORKSHOP AGENDA

- ✓ **General Responsibilities**
- ✓ **Group Tally**
- ✓ **Correspondence**
- ✓ **Agenda**
- ✓ **Minutes**
- ✓ **Resources**



General Responsibilities



General Responsibilities

- Receive and reply to Club Correspondence
- Send out agenda for Board and Club meetings
- Take minutes of Board and Club meetings
- Provide listing of delegates and alternates for District Conference
- Provide details of Club Leadership and contact details to District Communications Chair for inclusion in the District Directory
- Update club leadership details in Group Tally
- Be familiar with meeting procedure

General Responsibilities



MEMBERSHIP RECORDS

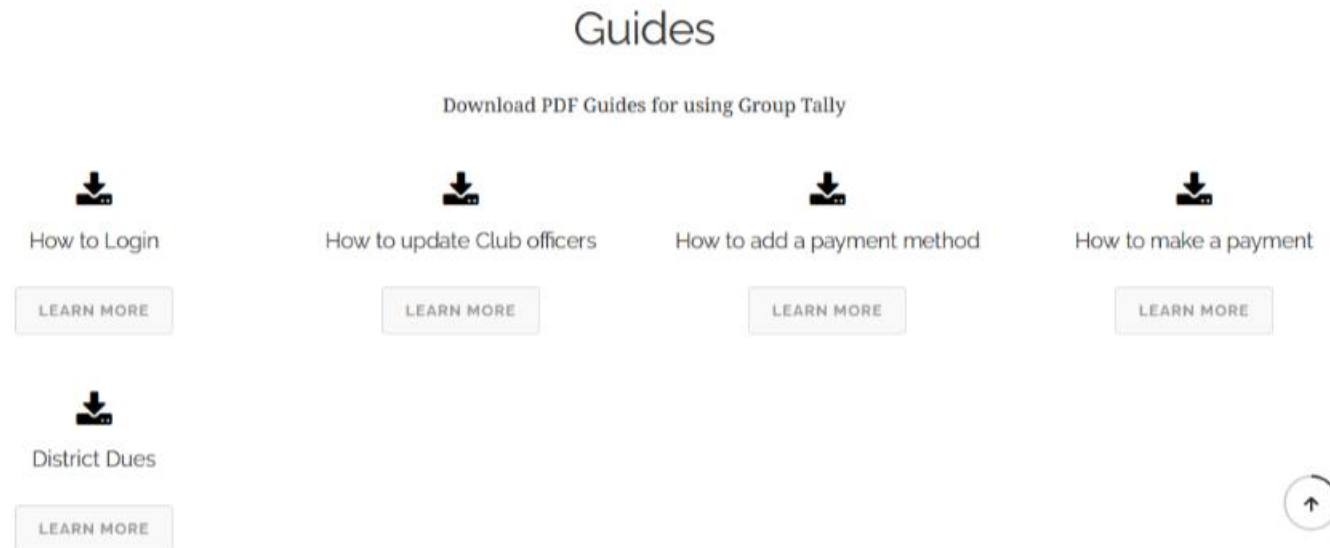
- Work with Club Treasurer to maintain accurate Club membership records including information on each in Group Tally and ensure leadership roles for members are updated in Group Tally
- Ensure that club email lists are updated e.g. Group emails for Board, committee chairs.
- Note that any email lists for District Officers should be based of our alias addresses to save updating these e.g. governorelect@altrusa.org.nz

GROUP TALLY



MEMBER MANAGEMENT

- To sign into the Group Tally platform for the first time, your email address must be in the system. Once you have obtained the Full Administrative rights, from your Club President or previous Treasurer, sign into Group Tally.
- For more detailed instructions see the Group Tally instructional PDF guides and tutorials, located on the International Website under “Leadership tab”, scroll to “Club Treasurer” and “Group Tally Toolkit”.



Responsibility: Correspondence

A. Correspondence

- Review incoming correspondence and forward to President, and or other appropriate club members
- List correspondence on Board/Club Agenda
- Reply to correspondence as instructed by the Club President or as a result of decisions made at a club meeting.
- Send invitations to new members



Responsibility: Agenda



B. Agenda

- Issue agenda 5 – 7 days prior to the Club or Board meeting
- Liaise with Club President re Agenda items and timings
- It is useful to include a listing of correspondence with the Agenda
- It is useful to include any Board recommendations to be considered by the Club
- If you have committee reports including these with the Agenda means members can read in advance

Responsibility: Minutes –

Why?

C. Minutes

Why?

- Minutes are the official, legal record of a club.
- Minutes record all key decisions of the club
- Minutes keep absent members informed of the club's business,
- help club leaders follow up on assignments and actions,
- help formulate the agenda for future meetings,
- provide a valuable review of the activities of the past,



Responsibility: Minutes –

What?

What?

Include the following:

- Club name, type of meeting, place, date, and time convened
- Names of those present (guest names optional)
- Call to order and name of the presiding officer
- Correction and approval of the minutes as distributed
- Treasurer's report, copy attached, is filed for record/audit



Responsibility: Minutes –

What?

What?

- The exact wording of motions, the name of the maker, and the motion's outcome
- The exact wording of any amendments made to motions, the name of the maker, and its seconder and the amendment's outcome
- The exact wording of a Committee assignment, including any power to act, the due date, and the names of committee chairs and members
- Time of adjournment



Responsibility: Minutes

Tips



- How much detail should I include?
 - Always include the motions
 - It is useful to include the “flavour” or any discussion/debate.
 - You do not need to transcribe everything that is said.

- Review and Distribution
 - Have your draft minutes reviewed by the Chair prior to distribution to meeting attendees
 - Request changes to minutes within a prescribed period e.g 10 days so these can be reviewed prior to the next meeting.
 - Distribute the final version for approval at the meeting with your agenda

- What if I can't make it?
 - If you are unable to attend a meeting – ensure you notify the President and arrange a back up secretary to take the minutes for you.

Responsibility: Meeting Procedure



POINT OF ORDER

Parliamentary Procedure

Point of Order is a unique, easy-to-use parliamentary procedure manual, specially designed for Altrusa International.

[DOWNLOAD POINT OF ORDER](#)

Responsibility: Recording Motions

- Motions should start with MOVED that.....
- The mover of a motion should be noted
- If the motion comes from the Club Board or an elected committee (e.g Nominations Committee or Finance Committee) then the motion does not need a second
- If the motion comes from an appointed committee e.g membership committee or leadership committee this will still require a second.
- It is important that financial distribution motions include the \$ amounts to be distributed and the organisation that will receive the funds.
- The motion should clearly state whether it was carried or whether the motion failed.
- If there is an amendment you need to note the mover/seconders for the amendment.
- It is useful to have motion forms available and have the mover write down the words that they are going to move rather than trying to take speedy dictation. If the mover and seconder sign the motion form then you have all you need to complete the minutes.

Resources



Altrusa International Website:

www.altrusa.org

Altrusa District Fifteen Website:

www.altrusa.org.nz

District Fifteen Treasurer:

treasurer@altrusa.org.nz

District Supplies Officer:

supplies@altrusa.org.nz



FOR YOUR SERVICE TO ALTRUSA