



**District Five  
Secretary  
Workshop  
2024**

# The Role of the Secretary

- Record the minutes for Club and Board meetings.
- Publish and distribute minutes in a timely manner.
- The Secretary is responsible for keeping members informed about the Club's activities.
  - The President controls the meeting, the Secretary can assist.
- Note: If a Corresponding Secretary, maintain correspondence with those outside of the organization.
- Dependent on your Club you may or may not have these responsibilities or may have additional responsibilities.

# Skills Required

- Basic Computer Skills
- Basic knowledge of parliamentary procedures
- Organized
- Ability to Focus

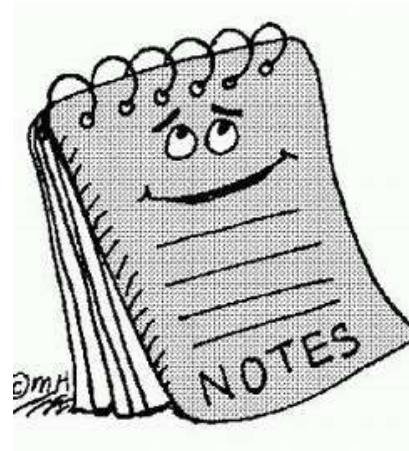


# Minutes

- The Secretary is responsible for presenting the minutes of the previous meeting. Minutes of Altrusa meetings need not be read. Altrusa guidelines allow minutes to be printed in the Club newsletter, distributed to all members prior to the meeting by electronic means or provided upon arrival at the meeting and to be approved “as presented” “as corrected”. The Chair must give all members an opportunity to correct the minutes as presented.

# Minutes

- The minutes are the formal records of the club's processes and decisions.
- The guiding principle behind the minutes is that they must convey enough information to a non-attending reader to be able to review the meeting actions and understand the meeting outcomes.
- Follow the agenda



# Minutes

- Minutes should include: (Club Officer Position Descriptions Altrusa International Updated 2019)
  - Club name, type of meeting (Board, Business, Program or Special, place, date, and time convened.)
  - Names of those present (guest names optional)
  - Call to order and name of presiding officer, (Whether the presiding officer and secretary were present, or, in either's absence, the name of the substitute).
  - Correction and approval of the minutes as read, as printed in the newsletter, or distributed.
  - Treasurer's report, copy attached, is filed for record.

# Minutes

- The exact wording of any motions, the name of the maker, and motion's outcome.
- The exact wording of any amendments made to motions, the name of the maker and its seconder and 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.

# Minutes

- The Secretary must know what should be recorded. Minutes are official documents that may be given to both internal and external audiences. You need to know what to track and what to omit. (Ask the President if you are unsure when a topic comes up, whether it should be included or not.)
- Complete the minutes as soon as possible after the meeting, don't count on remembering what was said and done.



# Minutes

- Corrections
  - Nothing is erased from minutes. Corrections to the minutes, such as wrong date, misspelled name, etc, need not be noted in the current minutes, but should be entered on the margin of the previous minutes. If there are objections to the way a motion was recorded and there is debate over the real intentions of the club, the motion should be restated exactly as the club wants it, seconded, and a new vote taken. The restated motion is listed in the margin of the previous minutes and the action is recorded in the current meeting's minutes. Nothing is erased from minutes, if material is expunged, a line is drawn through words expunged. Upon approval the Secretary should note "approved" and record the date and initial the original minutes. These minutes then become the permanent copy and should never be destroyed as they are the legal record of the proceedings of the club.
  - Approved with corrections or approved.

**Motion: Altrusa International, Inc.** \_\_\_\_\_

Meeting of: \_\_\_\_\_ Date: \_\_\_\_\_

I move that:


Action:

Adopted Ayes \_\_\_\_\_ Nos \_\_\_\_\_  
Defeated Ayes \_\_\_\_\_ Nos \_\_\_\_\_  
Amended \_\_\_\_\_  
Referred \_\_\_\_\_  
Postponed \_\_\_\_\_  
Tabled \_\_\_\_\_  
Withdrawn \_\_\_\_\_

Made by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Date: \_\_\_\_\_

Motion: \_\_\_\_\_

Amended Motion: \_\_\_\_\_

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**International Website  
Altrusa.org  
User: Altrusan  
Password: MamieBass1955**

## **Governance**

**Most of the info in this section refers to District Secretaries**

**District Secretaries Guide and Samples  
“Preparing the Minutes**

# Attendance

- Take attendance at each meeting
- If responsible, submit Hamilton Award to District by February 1<sup>st</sup> each year.





# Other Responsibilities

Do you have other tasks that you complete on a regular basis?



# Tips

- Find a “Reader” someone who is familiar with what took place at the meeting. This individual will read the minutes and give you feedback.
- Follow the agenda
- Use motion forms
- Find a system that works for you
  - Notes
  - Laptop
- Ask Questions!



# Resources

- Club Secretary –Set District Nine to Music
- Robert’s Rules for Dummies, 2<sup>nd</sup> 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 04-30-14
- Altrusa Official Policies 7-22-15
- Altrusa International Point of Order June 2015
- District Nine Secretary Workshop 2011, Dorothy Nowlin
- Club Secretaries Workshop Altrusa International District Eight 2018
- Point of Order Revised June 2015
- Altrusa International Club Officer Description updated 2019
- Altrusa International “Preparing the Minutes”