



# District Five Secretary Workshop 2026

Presenters: Shelley Kendrick Governor 2025-2027  
Peggy Harrison Secretary 2025-2027

# The Role of the Secretary

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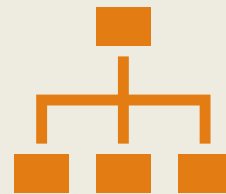
# Skills Required



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. Members are asked if there are any corrections to the minutes, if not, approved “as presented” or “as corrected”. The Chair must give all members an opportunity to correct the minutes as presented, if necessary

# Minutes

- The minutes are the formal records of the club's processes and decisions.
  - Minutes for the year should be kept in a binder (other means of storage)
  - Per Altrusa guidelines, minutes should be kept permanently
- 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. (From the previous meeting)
  - **Treasurer's report, copy attached, is filed for audit.**

# 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.
  - It is not required to name the individual who seconded the motion.
    - Use motion forms
- 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.)
- Recorded in the minutes is what was done, not what was said.
- Complete the minutes as soon as possible after the meeting, don't count on remembering what was said and done.

# SAMPLE MINUTES

ALTRUSA INTERNATIONAL **Club Name**

PROGRAM (or) BOARD MEETING (*Template*) **Specify the type of meeting**

DATE

LOCATION

**CALL TO ORDER:** (**Time**) opening with Pledge of Allegiance. **Include Name of Presiding Officer**

**ROLL CALL:** (List all members present. Specify guests separately)

**ALTRUSA MINUTE:** Given by \_\_\_\_\_

**REVIEW OF LAST PROGRAM MINUTES:** (Date of Minutes reviewed). Approved “as written” (or) “as modified (specify modifications)” (or) as “corrected” (specify corrections) (or) “as presented”

**OPERATING FUND TREASURER’S REPORT:** Month reviewed (eg Sept. 2018). Approved “subject to audit” (or) “as modified (specify modifications)”. Note any additional discussion, if any.

**FOUNDATION TREASURER’S REPORT:** Month reviewed (eg Sept. 2018). Approved “subject to audit” (or) “as modified (specify modifications)”. Note any additional discussion, if any.

**CORRESPONDENCE:**

- Brief review of each piece of correspondence reviewed and any comments, if pertinent.

**COMMITTEE REPORTS:** (By committee, if anything to report. If nothing extra reported and information is in newsletter, state “See (Month/Year) newsletter”. **Report full name of Chairperson reporting**

- **Service**
  - **Special committees if anything reported**
- **Membership**
- **Finance**
- **Communications**
- **If a recommendation is coming from a committee, two or more, the committee recommendation is the motion and doesn't require a second.**
- **All motions should be stated in the minutes. The name of the person making the motion should be included in the minutes but the individual seconding the motion need not be included. The discussion is not included in the minutes.**
- **If there is a hotly contested question, simply note "after lengthy discussion". This will indicate the question was openly debated prior to a decision. Use motion forms to make meetings run more smoothly.**
- **PROGRAM: Brief synopsis of program presented (topic, presented by who, any additional information if needed for future reference purposes, details should not be included.**
- **UNFINISHED BUSINESS:**
  - **Brief review of any unfinished business reviewed, including any decisions, if applicable.**
- **NEW BUSINESS:**
  - **Brief review of any new business reviewed, including any decisions, if applicable.**
- **ANNOUNCEMENTS/HAPPY DOLLARS: If any**
- **BENEDICTION/ADJOURNMENT: Note time meeting adjourned**
- **(Your name)**
- **Secretary, Altrusa International of**

- 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

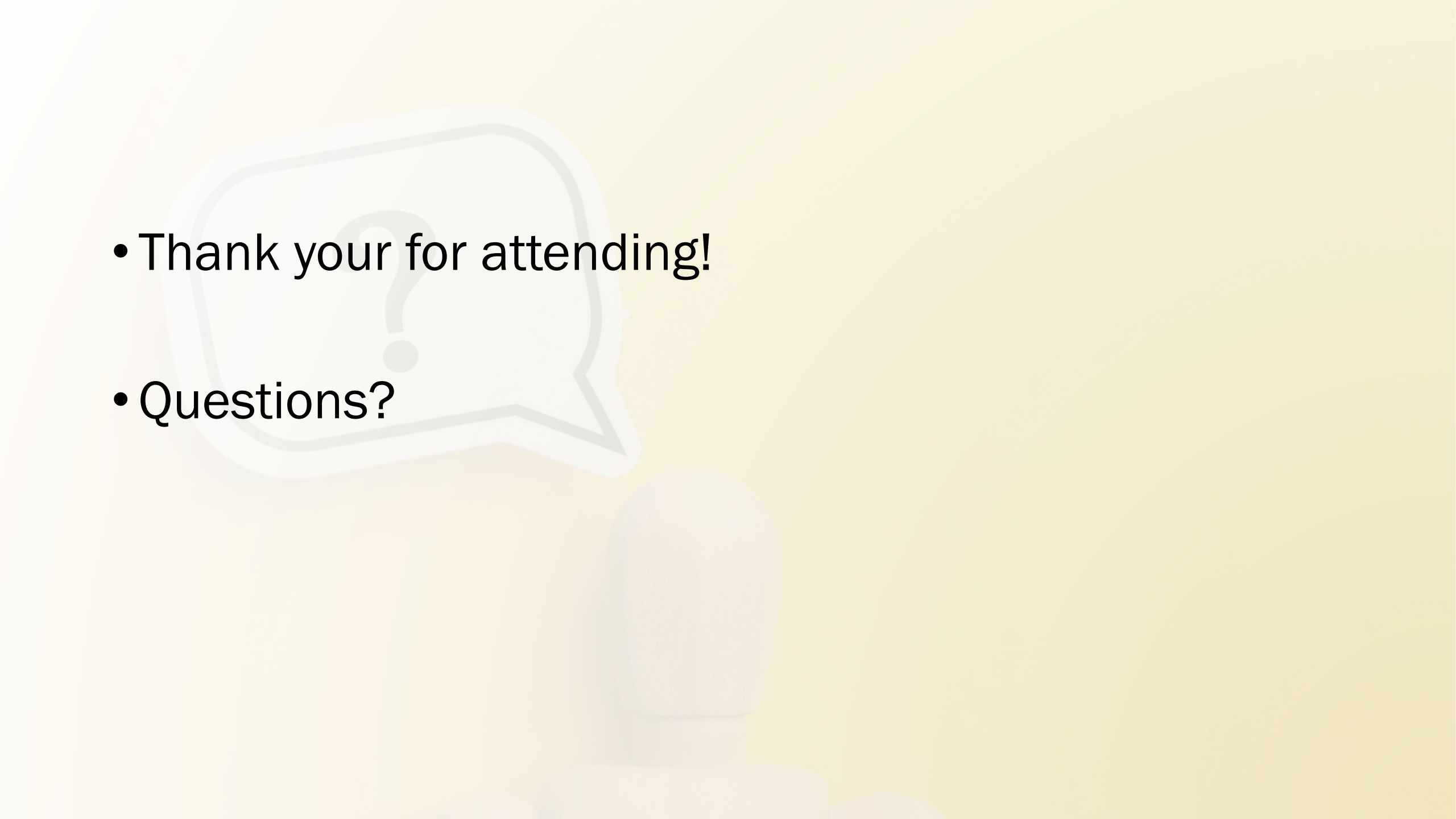
Do you have other tasks that you complete on a regular basis?

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## 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!



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- Thank you for attending!
  - Questions?