



**ZONTA**  
**INTERNATIONAL**  

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**EMPOWERING WOMEN**  
**THROUGH SERVICE & ADVOCACY**

June 2 & June 11, 2015

**District 12**

**Club Secretary Training**

# Recording vs. Corresponding

- Clubs may choose to divide the secretarial duties between a Recording Secretary and a Corresponding Secretary.
- All 21 clubs in District 12 have a Recording Secretary. The Recording Secretary is responsible for correspondence if there is only one position in the club.
- 5 Clubs have a Corresponding Secretary: Billings, Black Hills, Sturgis, Denver II, and Prowers County.

# Recording Secretary

## Roles and Responsibilities

- Attend meetings of the Club and Club Board and keep a record (the minutes) of all proceedings, stating without personal comment what was discussed, acted upon, and the rationale.
- Bring the following items to all meetings:
  - A copy of the agenda including unfinished business from previous meetings.
  - The minutes of club and board meetings for the year, including the last meeting.
  - A Policy Book – In order to maintain easy access to the motions that set policy for the club, it is recommended that the club keep a policy book, divided by topics: service, finance, committees, public relations, etc. Decisions relating to specific topics are recorded in the relevant section with a notation of the date of the decision.
- Prepare draft minutes for the President to review. Distribute the minutes in advance of the next meeting and record corrections.

# Recording Secretary

## Roles and Responsibilities (Continued)

- Keep proceedings of Club Board meetings privileged to the club board but provide a summary report on club board actions to the club members.
- Maintain the following files in a 3 ring binder. Use plastic sleeves when hole punching is unwanted.
  - Minutes of meetings
  - Policy Book
  - Club Newsletters
  - Area Director's and Governor's Newsletters
  - The Zontian magazines
- Report to the Club President/Board as required and brief the incoming Secretary within a reasonable time after leaving office.

# Corresponding Secretary

- Bring updated membership, officer and committee lists, and paper for ballot votes to all meetings.
- Ensure that existing members update their contact information via the ZI website under Member Resources – “Update Your Member Profile.” Promptly report to ZI Headquarters new member contact details by using the Member Report Form posted on the ZI website under Member Resources/Forms. Coordinate with club treasurer or Membership Chair.
- Keep a record of all members’ attendance at meetings (if applicable).
- Conduct club correspondence, including communications requested by officers and committee chairs and letters of thanks to guest speakers.

# Corresponding Secretary (continued)

- Ensure that the Area Director and Governor receive the club's newsletter.
- Ensure that the club number is used on all correspondence with ZI Headquarters.
- Handle the club's e-mail box (unless assigned by the President to another member) to ensure timely response to all e-mail inquiries or information provided by ZI Headquarters.
- Report to the Club President/Board as required and brief the incoming secretary. Pass the records of office and any other relevant materials to the incoming secretary within a reasonable time after the new secretary assumes office.

# The most important records of a club are the MINUTES

- All club board and general meeting minutes should be kept securely.
- Committee minutes are also important, as are annual reports, membership lists and financial records. Copies of these records should be sent to the Club Historian throughout the year.
- Files of significant activities, scrapbooks, photographs, newsletters, brochures and any other publications of the club should be kept for the information they contain and the activities they illustrate. Copies of these records should be maintained by the Secretary who should send copies to the Club Historian throughout the year.
- Non-archival records should be destroyed after a specified time as they clutter the collection and waste valuable storage space.

# Minutes Should Include:

- The type of meeting, date, time, and place.
- The name of the organization.
- The names of the presiding officer and the secretary, or the names of any substitute.
- That a quorum was present.
- That previous minutes were read and approved, or approved with corrections.
- That certain reports were presented, including the name of the presenter, any action taken on the report, and a reference to a file where the report may be found.



# Minutes (continued)

- The name of the mover of each main motion and the exact text of each main motion. The names of seconders are not included in the minutes.
- The disposition of each main motion, including any amendments and whether the motion was adopted, defeated, postponed, referred to a committee or otherwise handled.
- Notices of motions to be introduced at future meetings.
- Points of order and any rulings that set precedents for future meetings.
- The time of adjournment/closure.
- The signature of the secretary.

# Meeting Minutes Outline

## Club Name Meeting Minutes

- I. **Call to Order.** (Facilitator name) called to order the regular meeting of the Zonta Club of (your club) at (time) on (date) at (location).
- II. **Roll Call.** (Secretary name) conducted a roll call. The following people were present (attendee names).
- III. **Approval of minutes from last meeting.** (Secretary name) read the minutes from the last meeting. The minutes were approved as read (or with the following corrections...).
- IV. **Open Issues.** List the issue, then summary of discussion.
- V. **New Business.** List the new business/then the summary of discussion.
- VI. **Adjournment.** (Facilitator name) adjourned the meeting at (time). Minutes submitted by (name). Minutes approved by (name).

# Records Retention and Disposal

- The records of a club should be retained or disposed of according to a records retention schedule.
- The title of documents and retention periods will be at the discretion of the club archivist as ratified by the club.
- All records created by a club should be included and their retention classification specified.

# Records Retention and Disposal Sample Schedule

Title	Retain in Club	To Archives or Destroy
Minutes of Club Board Meetings	4 Years	Archives
Minutes of Club General Meetings	4 Years	Archives
Files Relating to: .....	2 Years	Archives
Files Relating to: .....	2 Years	Destroy
Correspondence	.....	.....

# Tips and Techniques

- Type up your minutes immediately after the meeting ends. It's best to do this while the events are still fresh in your mind. It's also important that participants get a copy of their action items as soon as possible after the meeting.
- Make note not only of the concerns, but also of any accomplishments discussed in the meeting.
- Make sure you have the correct name spellings, contact e-mail addresses, and telephone numbers.
- Write things as they happen. If someone brings up a topic early in the meeting and someone else brings up the same topic later, do not group these things together.

# Tips and Techniques (continued)

- Minutes are very important. They are saved and might be referred to for years and years to come. If it is a legal matter, for example, someone's reputation may depend on it.
- Even though you are taking notes, you may still participate in the debates.
- Don't be afraid to interrupt and ask for clarification at any time.
- It is a good idea to sit as close as possible to the chair of the meeting. This will allow you to hear everything and to ask for clarification without having to raise your voice.
- Consider using a laptop. This will help you record the minutes in a timely and accurate fashion.

# Tips and Techniques (continued)

- Read certain parts of Robert's Rules of Order, in particular the section on being a secretary.
- Ask people to write down their motions. This will save you the headache of trying to paraphrase someone else's ideas.
- Keep the minutes filed in a safe place.
- Don't put too much detail into the minutes. Only the pertinent information is necessary.

# Questions and Acknowledgements

Special thanks to Denise Luckhurst who prepared these materials for the D12 Leadership Training Program during the 2012 - 2014 biennium.

Additional information is available in the Zonta Club Manual (available on the ZI website [www.zonta.org](http://www.zonta.org)) and on the District 12 website ([www.zontadistrict12.org](http://www.zontadistrict12.org)).

## **Questions?**

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[www.zonta.org](http://www.zonta.org)

