



ZONTA
INTERNATIONAL

DISTRICT 12

EMPOWERING WOMEN
THROUGH SERVICE & ADVOCACY

November 15 & 17, 2016

District 12

Club Secretary Training

The Secretary's Most Important Tasks



- Attend the Club meeting and take notes.
- Attend the Board meetings and take notes.
- Send the club President your notes to approve before mailing them out or posting them.

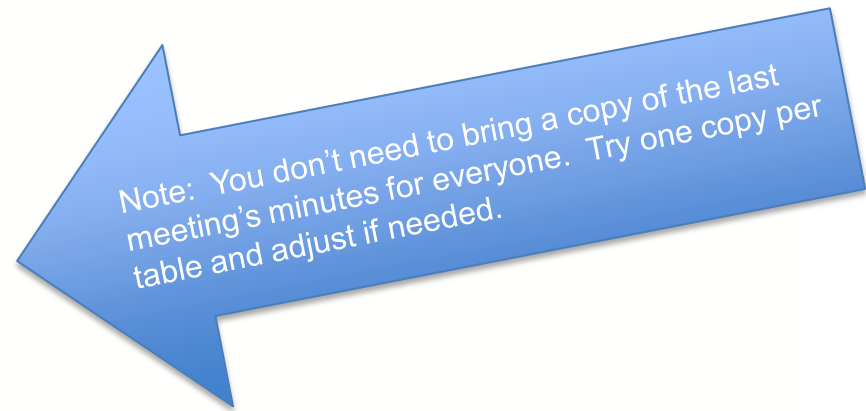
And Other Important Responsibilities

- After the President edits (if needed) and approves your minutes send the Board minutes to all Board Members and the Club Minutes to all Club Members.
- Set a goal of getting the minutes out within 7 days.

Note: Some clubs share both the Board and Club minutes with all their members. And, some clubs post the minutes on their websites and let the club members know when they are posted.

Bring the Following to Meetings

- Bring hard copies of the minutes for the past year (which have been maintained in a binder and passed to you from the previous secretary). Make sure that the club historian has a copy of all minutes before they are destroyed.



- The binder should include the last meeting's minutes. Following the club or Board meeting, you should note any changes to the minutes and send out the revised minutes. Be sure to included the revised minutes in your secretary's notebook.

Some “Best Practice” Suggestions

- Some clubs keep proceedings of Club Board meetings privileged to the club board but provide a summary report on club board actions to the club members.
- Here’s a great idea: 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 before leaving office, brief the incoming Secretary of her responsibilities and give her your binder with the above items.
- Note: Some clubs prefer to maintain the minutes electronically. This information can be passed to the next secretary on a jump drive with hard copies given to the club historian.

More ideas



- Bring updated membership, officer and committee lists, and paper for ballot votes to all meetings.
- 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.

Some Club Secretaries Do This.

If you don't already, maybe you should.

- Ensure that the Area Director and Governor receive the club's newsletter. Perhaps your PR Chair does this. If not, how about you?
- Ensure that the club number is used on all correspondence with ZI Headquarters.
- Handle the club's e-mail and snail mailbox (unless assigned by the President to another member) to ensure timely response to all e-mail inquiries or information provided by ZI Headquarters.

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.

Sample 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. **Old or Continuing Business.** List the topic, 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).

Sample Records Retention and Disposal Schedule

The records of a club should be retained or disposed of according to a records retention schedule identified in your bylaws.

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.

Resources and Questions

- Additional information is available on the Zonta International and District 12 Websites:
 - Zonta Club Manual, September 2016
 - <http://membership.zonta.org/Governance/Manuals>
 - Roles & Responsibilities, Pages 19-21
 - Example of Contents of Minutes, Page 76
 - Club Secretary Tools
 - <http://zontadistrict12.org/resources/training-materials/leadership-training-club-secretary-tools>
 - Club Secretary Training November 2016
 - Microsoft Word Template
 - Club Meeting Tools
 - <http://zontadistrict12.org/resources/training-materials/leadership-training-club-secretary-tools>
 - Sample Meeting Agendas & Minutes
 - The ABCs of Parliamentary Procedure
 - Parliamentary Procedure
- Questions
 - Linda Bogart, District 12 Secretary 2016-2018
 - 50echolane@gmail.com / 307.214.3045
 - Denise Luckhurst, District 12 Secretary 2012-2014
 - dluckhurst@pie.midco.net / 605.222.3845