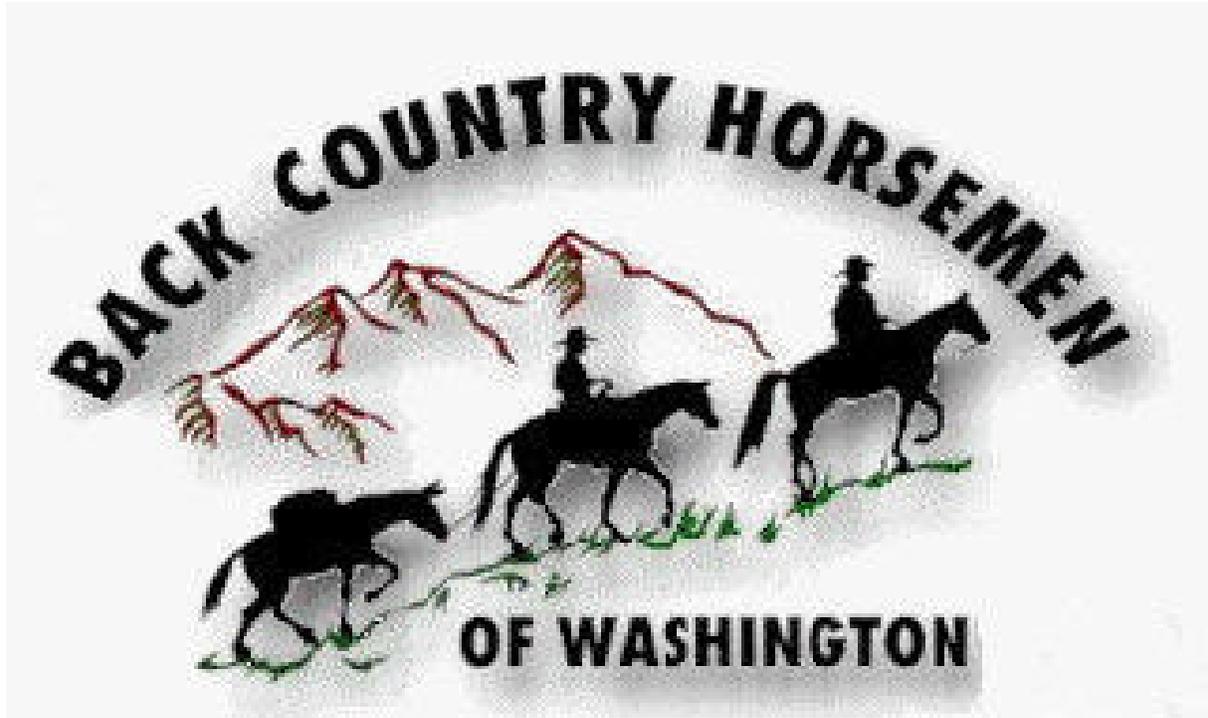


2020 Leadership



Chapter Secretary Training

Presented in Ellensburg, WA by:

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Welcome to BCHW Leadership Training
Thank you for attending!
Thank you for being a Chapter Secretary!!

EXERCISE #1:

What is your name?

What office/position(s) do you hold in your chapter?

What do you hope to learn today?

What is your favorite thing about the Chapter Secretary position?

What is your least favorite thing about the Chapter Secretary role?

An Introduction to the Training Packet

Congratulations! You have been elected Chapter Secretary. The responsibilities assigned to most Chapter Secretaries fall into two categories: recording and corresponding. Some Chapters elect a single Chapter Secretary to handle both roles; others have chosen to divided the duties into separate positions (e.g. Sunshine Person, Membership, Hospitality, Activities Chair, Newsletter Editor, etc.).

Your Chapter bylaws should define your particular Chapter Secretary position.

Regardless of which approach your Chapter has adopted, it is important to remember that the Secretary is a key leadership position. You must work closely with all other Chapter officers to insure the smooth operation of your Chapter. An effective Secretary makes Chapter administration easier, plays an important role in communications, and helps preserve the Chapter record/history. By doing your job well, you will contribute to your Chapter's success and ultimately that of BCHW in general.

This training packet won't even attempt to tell you how to do everything your Chapter Secretary position entails. Instead, it should provide some guidelines to get you going in the right direction.

It is recommended that during the term of your office you work on creating a supplement to this training packet to assist the future Secretaries of your Chapter. This supplement should include the following information:

- Chapter Bylaws
- Contact information for the BCHW Secretary
- Contact information for your Chapter Officers
- Sample Chapter minutes
- Samples of letters (correspondence notes)
- Other helpful hints

EXERCISE #2:

What do your Chapter's bylaws say you are to do as Chapter Secretary?

What other Chapter Officers perform some Secretary type task for your Chapter?

ROLE OF THE CHAPTER SECRETARY

The responsibilities of the Chapter Secretary are varied. They are both defined by your Chapter bylaws and by Robert's Rules of Order. Typical tasks include a minimum of the following for BCHW Chapters:

Recording Secretary

- Work with President to create and produce an agenda for each meeting.
- Record and distribute Minutes of the Chapter meetings and Chapter Executive Committee (or Chapter Officer or Chapter Board) meetings.
[N.B. in some Chapters distribution may be done by the Newsletter Editor]
- Maintain permanent Chapter files of all meeting minutes, attendance, etc. and a copy of the Chapter bylaws.

Corresponding Secretary

- Create and send letters and/or cards for the Chapter
- Handle and keep accurate records of Chapter correspondence



Robert's Rules of Order Revised, Fourth Edition

Article X. The Officers and the Minutes.

59. Secretary, or Clerk. The recording officer is variously called Clerk, or Secretary, or Recording Secretary (where there is also a Corresponding Secretary), or Recorder, or Scribe, etc. The secretary is the recording officer of the assembly and the custodian of its records except such as are specifically assigned to others, as the treasurer's books. These records are open, however, to inspection by any member at reasonable times, and where a committee needs any records of a society for the proper performance of its duties, they should be turned over to its chairman. The same principle applies in boards and committees, their records being accessible to members of the board or committee, as the case may be, but to no others.

In addition to keeping the records of the society and the minutes of the meetings, it is the duty of the secretary to keep a register, or roll, of the members and to call the roll when required; to notify officers, committees, and delegates of their appointment, and to furnish committees with all papers referred to them, and delegates with credentials; and

to sign with the president all orders on the treasurer authorized by the society, unless otherwise specified in the by-laws. He should also keep one book in which the constitution, by-laws, rules of order, and standing rules should all be written, leaving every other page blank; and whenever an amendment is made to any of them, in addition to being recorded in the minutes it should be immediately entered on the page opposite to the article amended, with a reference, in red ink, to the date and page of the minutes where it is recorded.

In addition to the above duties, when there is only one secretary, it is his duty to send out proper notices of all called meetings, and of other meetings when necessary, and to conduct the correspondence of the society, except as otherwise provided. Where there is a *Corresponding Secretary* these duties devolve on him, as well as such others as are prescribed by the by-laws. The by-laws should always clearly define the additional duties of the corresponding secretary if any are to be imposed on him. When the word "secretary" is used it always refers to the recording secretary if there is more than one. The secretary should, previous to each meeting, for the use of the chairman, make out an order of business showing in their exact order what is necessarily to come before the assembly. He should also have, at each meeting, a list of all standing committees, and such special committees as are in existence at the time, as well as the by-laws of the organization and its minutes. His desk should be near that of the chairman, and in the absence of the chairman (if there is no vice president present), when the hour for opening the session arrives, it is his duty to call the meeting to order, and to preside until the election of a chairman pro tem., which should take place immediately. He should keep a record of the proceedings, stating what was done and not what was said, unless it is to be published, and never making criticisms, favorable or otherwise, on anything said or done. This record, usually called the minutes, is kept as explained in the next section. When a committee is appointed, the secretary should hand the names of the committee, and all papers referred to it, to the chairman of the committee, or some other of its members. He should indorse on the reports of committees the date of their reception, and what further action was taken upon them, and preserve them among the records, for which he is responsible. It is not necessary to vote that a report be "placed on file," as that should be done without a vote, except in organizations that habitually keep no records except their minutes and papers ordered on file.

Minutes of the Meetings

- The record of a meeting is called the Minutes.
- The minutes are the legal record of business transacted by the Chapter in meetings. Minutes should never be thrown away or destroyed. They contain the official records and history of the Chapter.
- The minutes are a factual record of what was done, not a record of discussion and not the opinion of the Secretary. It is very important to elect or appoint someone to the office of Secretary who can record accurately.
- The minutes are the responsibility of the Secretary and should be signed by the Secretary. If minutes are taken by another individual, that does not relieve the Secretary of any responsibility for their accuracy.
- The Chapter President (or presiding officer) may request that motions be in writing. Resolutions should always be in writing.
- Corrections to the minutes are written in the margin. The corrected material is never erased, but circled. The correction is dated and initialed by the Secretary. [strike out font is acceptable practice in today's digital recordings]
- It is never too late to correct the minutes, even after many years. The motion "to amend something previously adopted" can be applied to the minutes. Extra care should be taken to make sure that corrections are factual and not a change of the history.
- Minutes of an Executive Session are approved in an Executive Session.
- The minutes are not the Secretary's report, but the factual record of what was done. The question is on approving the minutes "minutes were approved as published", "minutes were approved as read", or "minutes were approved with corrections noted".
- Members would be wise to read their minutes very carefully for accuracy. The minutes can be used by legal counsel in the event of later conflict.

Robert's Rules of Order Revised, Fourth Edition

Article X. The Officers and the Minutes.

60. The Minutes. The record of the proceedings of a deliberative assembly is usually called the Minutes, or the Record, or the Journal. The essentials of the record are as follows: (a) the kind of meeting, "regular" (or stated) or "special," or "adjourned regular" or "adjourned special"; (b) name of the assembly; (c) date of meeting and place, when it is not always the same; (d) the fact of the presence of the regular chairman and secretary, or in their absence the names of their substitutes, (e) whether the minutes of the previous meeting were approved, or their reading dispensed with, the dates of the meetings being given when it is customary to occasionally transact business at other than the regular business meetings; (f) all the main motions (except such as were withdrawn) and points of order and appeals, whether sustained or lost, and all other motions that were not lost or withdrawn; (g) and usually the hours of meeting and adjournment, when the meeting is solely for business. Generally the name is recorded of the member who introduced a main motion, but not of the seconder.

In some societies the minutes are signed by the president in addition to the secretary, and when published they should always be signed by both officers. If minutes are not habitually approved at the next meeting, then there should be written at the end of the minutes the word "Approved" and the date of the approval, which should be signed by the secretary. They should be entered in good black ink in a wellbound record-book.

The *Form* of the *Minutes* may be as follows:

At a regular meeting of the M. L. Society, held in their hall, on Thursday evening, March 19, 1914, the president in the chair, and Mr. N acting as secretary, the minutes of the previous meeting were read and approved. The Committee on Applications reported the names of Messrs. C and D as applicants for membership, and on motion of Mr. F they were admitted as members. The committee on reported through Mr. G a series of resolutions, which were thoroughly discussed and amended, and finally adopted, as follows:

Resolved, That.....

.....

On motion of Mr. L the society adjourned at 10 P.M.

R..... N.....

Secretary.

In keeping the minutes, much depends upon the kind of meeting, and whether the minutes are to be published. In the meetings of ordinary societies and of boards of managers and trustees, there is no object in reporting the debates; the duty of the secretary, in such cases, is mainly to record what is "done" by the assembly, and not what is said by the members. He should enter the essentials of a record, as previously stated, and when a count has been ordered or where the vote is by ballot, he should enter the number of votes on each side; and when the voting is by yeas and nays he should enter a list of the names of those voting on each side. The proceedings of the committee of the whole, or while acting as if in committee of the whole, should not be entered in the minutes, but the report of the committee should be entered. When a question is considered informally, the proceedings should be kept as usual, as the only

informality is in the debate. If a report containing resolutions has been agreed to, the resolutions should be entered in full as finally adopted by the assembly, thus: "The committee on submitted a report with a series of resolutions which, after discussion and amendment, were adopted as follows:" then should be entered the resolutions as adopted. Where the proceedings are published, the method shown further on should be followed. If the report is of great importance the assembly should order it "to be entered on the minutes," in which case the secretary copies it in full upon the record.

Where the regular meetings are held weekly, monthly, or quarterly, the minutes are read at the opening of each day's meeting, and, after correction, should be approved. Where the meetings are held several days in succession with recesses during the day, the minutes are read at the opening of business each day. If the next meeting of the organization will not be held for a long period, as six months or a year, the minutes that have not been read previously should be read and approved before final adjournment. If this is impracticable, then the executive committee, or a special committee, should be authorized to correct and approve them. In this case the record should be signed as usual, and after the signatures the word "Approved," with the date and the signature of the chairman of the committee authorized to approve them. At the next meeting, six months later, they need not be read, unless it is desired for information as it is too late to correct them intelligently. When the reading of the minutes is dispensed with they can afterwards be taken up at any time when nothing is pending. If not taken up previously, they come before the assembly at the next meeting before the reading of the later minutes. With this exception the motion to dispense with reading the minutes is practically identical with the motion to lay the minutes on the table, being undebatable and requiring only a majority vote. The minutes of a secret meeting, as for the trial of a member, should not be read at a meeting that is open to the public, if the record contains any of the details of the trial that should not be made public.

Minutes to be Published. When the minutes are to be published, in addition to the strict record of what is done, as heretofore described, they should contain a list of the speakers on each side of every question, with an abstract of all addresses, if not the addresses in full, when written copies are furnished. In this case the secretary should have an assistant. With some annual conventions it is desired to publish the proceedings in full. In such cases it is necessary to employ a stenographer as assistant to the secretary. Reports of committees should be printed exactly as submitted, the minutes showing what action was taken by the assembly in regard to them; or, they may be printed with all additions in italics and parts struck out enclosed in brackets in which case a note to that effect should precede the report or resolutions. In this way the reader can see exactly what the committee reported and also exactly what the assembly adopted or endorsed.

[Note: Minutes these days are often typed and stored electronically only – this is a perfectly acceptable practice]

Content of Minutes

As a general rule, the minutes should include the following:

- Kind of meeting: “monthly” or “regular” or “special” or “board” or “executive session”, etc.;
- Name of the Chapter;
- Date, time, and place (when it is not the same) of meeting;
- The fact of the presence of the President (or regular chair person) or in their absence the name of their substitute;
- Number of members and guests present;
- Whether there was a quorum present;
- Whether the minutes of the previous meeting were read and approved, or approved as corrected, and the date of the meeting if other than a regular Chapter or Board meeting;
- That the Treasurer’s Report was given;
- Which other officers and committees gave reports (but not the transcript of their oral report);
- All motions (except such as were withdrawn) and motions that bring a main question before the assembly, stating the wording as adopted or disposed of, and the disposition – including temporary disposition (with any primary and secondary amendments and adhering seconding motions then pending);
- Time of adjournment;
- Secretary’s signature.

EXERCISE #3:

Please write minutes from these notes (without unnecessary information).

The regular meeting of the Thunder Mountain Riders BCHW Chapter was held at Ellen Tea's house on September 30, 2018.

The meeting was called to order by Beacee Ayche at 7:30 p.m.

Purdy Bandage gave a presentation on "Wilderness First Aid".

Mantie Paccar and Dubell Dymend talked about the basketball game they went to the night before.

The treasurer's report showed a balance of \$256.92.

The president really did a crappy job of conducting the meeting.

There was no old business.

The secretaries report was read and approved.

We discussed paying for Junior BCH members to attend LNT Training with the officers. President Beacee Ayche was unsure if she could attend so it was tabled to next month.

Roberta Roule made a motion to make the chapter colors blue and gold and not allow any logo items not in blue and gold to show the chapter logo. The motion was seconded by Werk Partee. Larry, Curly and Moe wanted red. Laverne and Shirley wanted green. Jane felt that a chapter color wasn't necessary. After a lot of arguing and a few tears, members present voted to make the colors blue and gold.

After 30 minutes the meeting was adjourned.

Roll call was answered by 14 members, 1 invited speaker, and 1 guest.

The Juniors lead us in an LNT activity.

COMMUNICATION WITH BCHW

Communication between your Chapter and BCHW is vital to the health of this organization. Make sure your officers keep the BCHW Officer Directory up-to-date. As soon as your Chapter has completed elections each year, make sure to update the Directory. Then, update it anytime there is a change. The BCHW Website, Trailhead News (THN), BCHW Committee Chairs, and BCHW Officers rely on the Directory being up-to-date to conduct the business of the organization.

Check the BCHW.ORG website periodically to make sure your Chapter contact information is accurate so potential new members can find your meetings. Notify the BCHW webmaster of any changes needing to be made.

PREPARING YOUR SUCCESSOR FOR SUCCESS

Please encourage all officers to attend BCHW Leadership Training every year.

Remember that when your term of office is over, your responsibility to the Chapter should not just end. You will have learned a great deal about what the Chapter expects from its Secretary and what the Chapter needs. It is very important for any outgoing Chapter Secretary to provide transition guidance and direction to the new Chapter Secretary. When you plan your officer transition, please share this information with your successor.

KEYS FOR A SUCCESSFUL SECRETARY

1. Legal and Official Record

- Accuracy – responsible for accuracy of minutes, even if you don't take or transcribe them.
- Fact not opinion – list pertinent points only.
- List officers present and do a head count. State whether a quorum was present.
- Record whether minutes of a previous meeting were approved, as published or as corrected.
- Follow proper correction procedure – never erase information in the minutes.
- Reports – for officer and committee reports, only list that they reported and refer to the report from that officer or committee.
- Elections by ballot – the full report of results should be entered in the minutes.
- Sign the minutes.
- Summarize past years minutes (list of motions passed) and keep a log of unfinished business.
- Follow parliamentary procedure.

2. Organization

- Prepare the agenda (coordinate with the President) – this keeps the meeting on track and helps to ensure that unfinished business is carried forward.
- Follow the correct motion procedure – write down motions, who made it, and that it was seconded (not necessarily the name of the seconder). Keep a separate log of motions.
- Keep a Chapter calendar of events and share with neighboring chapters (so dates don't conflict) – may be done by the Activities Committee or some other chapter member(s).
- Encourage officers and chairs to submit brief written reports to the Secretary prior to the meeting.

3. Correspondence

- Prepare minutes for publishing as directed.
- Prepare general and social correspondence: sympathy cards, get well notes for sick members, thank you notes for speakers, congratulations letters, etc.
- If there is not a separate hospitality committee (or the like), the Secretary should prepare and deliver visitor packages (complimentary newsletter, LNT brochure, BCHA brochure, chapter calendar, application, etc.). Involve new members as much as possible.
- Establish, maintain, and use telephone tree (and/or email distribution list). This is easy using YM.
- Prepare correspondence to state BCHW.

- Relay correspondence to membership.

EXERCISE #3

Basic Parliamentary Procedure Quiz #1

Are the following statements TRUE or FALSE?

1. The minutes are the legal record of business transacted in a meeting.
T/F
2. Minutes are always signed by the President.
T/F
3. Minutes are the responsibility of the Secretary.
T/F
4. Corrections to the minutes are made by erasing the mistakes.
T/F
5. Minutes may be corrected only at the next meeting.
T/F
6. The minutes are the Secretary's report.
T/F
7. It is never too late to amend previously approved minutes.
T/F
8. The minutes should record:
 - a. The kind of meeting
T/F
 - b. The chapter name
T/F
 - c. The place and time of the meeting
T/F
 - d. That the President was present or absent
T/F
 - e. Who presided if the President was absent
T/F
 - f. That a quorum was present
T/F
 - g. Ellen Tea's opinion on the motion
T/F
 - h. The Secretary's opinion
T/F
 - i. The Name of the maker of a motion
T/F

BRAINSTORMING

Issues/Concerns/Questions

**Ideas Exchange – things that work for you
(share with the group)**

NOTES: