2015 EASTERN AREA CONFERENCE

ACT NOW!

Accurate, **C**ommunication in a **T**imely Manner

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Objectives

- Share the alignment with Area and National Goals
- Understand the duties and responsibilities of the Recording Secretary
- Overview of technology to support the role

National/Area/Chapter
The Connection

- Recording Secretary's role aligns with Key #3: Organizational Effectiveness
- Strategies include

  -Aligning National, Area and Chapter programs (and process) to ensure relevancy and community impact

  -Equip members and chapters with tools that will ensure they are operating efficiently, effectively and implementing the National Strategic Plan

National/Area/Chapter
The Connection

- The Strategic Plan implemented at the Area level through

  -Training and Support of Chapter Secretaries

  -Revision of Secretary's Handbook

  -Development of Transition Protocol

- At the chapter level, fulfilling the Duties and Responsibilities of the Recording Secretary

Duties & Responsibilities

THEN…

Record & Maintain official minutes

Affirm a quorum

Assist with agenda setting

Records filing

Archiving files

Maintaining 1-in-5 records

Transition of Duties

NOW…

Same, plus…

Maintaining necrology information

Updating the Online Chapter Profile

Verifying members' 1 in 5 status (MMS)

Running relevant reports from MMS

Duties & Responsibilities

Record & Maintain Official Minutes

The Minutes are:

- A *permanent* record
- A *legal* document
- A *record of accomplishments*

Duties & Responsibilities

Record & Maintain Official Minutes

Essential Components of the Minutes

- Type of meeting
- Name of Organization
- Date, time and place of meeting
- Names of presiding officer and recorder of minutes

A meeting of the membership of The Links, Incorporated – The Greater Connecticut Chapter was called to order on Tuesday, April 2, 2015, at 10:00 am (EST) by the Chapter President with Link Shirley Taylor presiding and Link Wanda Sims, recording the minutes

- Members present (sign-in sheet can be attached)
- Establishment of a quorum
- Record of action taken on the minutes of the previous meeting
- Exact wording of motions (if a count of votes is taken, the count should be included)

Record & Maintain Official Minutes

Essential Components of the Minutes (cont'd)

- Use of Motion Forms may be used
- Record all reports, name the chair or individual presenter, briefly summarize, attach reports to the minutes. Minutes should reflect that report is attached.

Duties & Responsibilities

Record & Maintain Official Minutes

Robert's Rules recommends that the following should **NOT** be included in the minutes:

- Opinions or interpretations of the recording secretary
- Judgmental phrases like "heated debate" or "valuable comment"
- Discussion (remember, minutes are a record of what was done, not what was said)
- Motions that are withdrawn
- Name of the person who seconded a motion
- Flowery language
- Detailed reports
- Financial information from the financial report
- Transcripts of the meeting (minutes should **NOT** be taken down verbatim)

Record & Maintain Official Minutes

Additional points to remember…

- Minutes are official only after they have been approved
- If the minutes need to be referenced between meetings, they should be clearly labeled “draft” or “unapproved”
- *After* the minutes have been corrected and approved, they should be signed by the secretary
- The official copy should have attached to it the original signed copies of:
  - ✓ Committee reports
  - ✓ Officers’ reports
  - ✓ Written motions
  - ✓ Correspondence

  Attachments are **NOT** included with the minutes when distributed

Duties & Responsibilities

Affirms a Quorum

In chapter meetings

- Conduct a roll call to affirm that the appropriate number of members are in attendance (i.e. sign in sheet, roll call, iPad app, etc.)
- Determines whether a quorum is present to conduct business

In the absence of the President and the Vice President, the Chapter Recording Secretary will call the meeting to order and asks for nominations for a chair pro-temp.

Duties & Responsibilities

Assists with Agenda Setting

- Works collaboratively with the Chapter President or appropriate Presiding Officer
- Assists the agenda-setting efforts for upcoming meetings
- Informs the presiding officer of any unfinished business

Duties & Responsibilities

Records Filing

- Maintain copies of all minutes, correspondence, committee reports, newsletters and meeting notices
- Minutes are stored indefinitely
- Records should be assembled and “bound” (highly recommend electronic storage) for retrieval purposes in the Chapter’s official files

Duties & Responsibilities

Archiving Files

Working with the Chapter Archivist to ensure that:

- Minutes
- Summary of Motions
- Other important documents

Are transferred and catalogued for storage and ease of retrieval

Duties & Responsibilities

Officer Transitions

- Works with Chapter President to plan the Officer Transition meeting
- Documents all “unfinished business” that will need to be acted upon by the incoming and/or returning officers
- Prepares to answer questions around major decisions that will have an impact on the new chapter year
- Ensures that the incoming Recording Secretary understands the record-keeping system, duties and responsibilities of the office
- All official records should be transferred no later than July 1st after the official elections have occurred

Duties & Responsibilities

Maintain Necrology Information

Update the necrology information

- Links
- Connecting Links
- Heir-O-Links

**** The goal is to report this information within 48 hours an update in the MIS system.**
Usually the chapter president notifies the EA Secretary to send out Transition notice.

Alumnae Members

-Are members of the Links, Incorporated; if aware of last known chapter, please include that information in the Transition notice sent to the Area Secretary

- Necrology information for Alumnae Members, their Connecting Links and Heir-O-Links needs to be emailed to the Eastern Area Secretary AND the Eastern Area Liaison (Naia Wood)

Duties & Responsibilities

Online Chapter Profile

Online updates – eliminates completing forms
Deadlines are as follows:

Chapter Officers	Committee Chairs
April 30th	June 30th

**This information is used for the EA database kept by the Area Secretary To share with EA Officers and Committee Chairs.

***If a change occurs, update the info and notify the EA Secretary. This will Ensure accurate and timely communications.

1-in-5 Tracking & Reporting Process

- Members receive certification letters
- Recording Secretary verifies list for chapter
- Recording Secretary provides updates to Area/National Recording Secretary
- All certifications in place (online) by September 30th
- Verification (online) completed and files updated by October 15th
- Chapter Secretaries will be sent verifications for 2015 Eastern Area Conference no later than August 30th
- A report of the status of your chapter's members should be available at all times….

Running Relevant Reports

- All Chapter Secretaries have access to Member Management System and appropriate functions *if they have been updated on the chapter profile* ☺

Duties & Responsibilities

Corresponding Secretaries

- Disseminates complete and accurate rosters to Chapter members (received from recording secretary)
- Sends meeting notices to all members
- At the President's request, reads or distributes copies of all pertinent correspondence at Chapter meetings
- Serves as back-up to Recording Secretary

Resources

- The Secretary's Handbook (located on the national website)
- Calendar
- Your EA Secretary

QUESTIONS??

THANK YOU!!!

IT HAS BEEN MY PLEASURE WORKING WITH YOU