

Manual of Instruction

Section Name: Officers & Advisors

Section Number: 1.07

Title: Secretary

Description: The statewide Recording Secretary is the recording officer of the organization and the custodian of its official records, except those specifically assigned to others, e.g., treasurer's books

Structure of Committee: None

Duties of the State Officer:

- 1) Has available at every business meeting a copy of the NYS Women, Inc. By-laws, Manual of Instruction, the minutes for the current year, as well as minutes for the prior year.
- 2) Takes and records accurate minutes of the proceedings of all NYS Women, Inc. meetings, using established formats as a guide (see Toolkit)
- 3) Has motion forms available at all meetings for members' use
- 4) Is prepared to read back minutes of actions taken or motions proposed during a business session
- 5) Adheres to the following time table for approval and distribution of minutes:
 - a. Executive Committee Meetings – Timetable should be determined by the President and Secretary
 - b. Board of Directors Meetings – approval copy to president and parliamentarian within 30 days following meeting. Final copy to Board members within 60 days following the meeting.
 - c. Annual Conference – **copy to Immediate Past State President and her Parliamentarian for their approval approval copy to President and parliamentarian within 30 days following meeting. Final copy sent to the website for posting within 60 days.**
- 6) Sends minutes that are more than *a year old* to the State Archives, SUNY at Albany
- 7) Maintains an Action List (separate from the recorded minutes) of all actions taken at NYS Women business meetings, beginning with the first meeting after the close of the Annual conference for distribution to the EC.
- 8) Documents cumulatively all actions of the EC, Board and Conference meetings. Example:
 - i. Post Conference Board -June 3, 2012
 - Motion 12-01 – That....Adopted
 - Motion 12-02 – That....Defeated
 - ii. Executive Committee – April 14, 2013
 - Motion 13-46 – That.....Tabled
- 9) Sends a copy of NYS Women, Inc. Actions to the President, EC and Board
- 10) Publishes the action of the NYS Women, Inc. Board and the Conference in the state leadership mailing immediately following the event
- 11) Works with each State Event Chair to develop an evaluation form to be distributed to all attendees. May collect all evaluations, tabulate and circulate results to the President, EC, and Chair and Vice-Chair of all state events.

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12) May interact with secretaries at Region and Local Chapter levels to provide information, training, and mentoring on the duties of and the tasks a secretary performs.

Duties of the Region Officer:

- 1) Primary responsibility of the Region Recording Secretary is to record accurate minutes of all regional meetings and disseminate same to members.
- 2) May request assistance from Statewide Recording Secretary, as necessary.
- 3) May perform other duties assigned by the Region Director/Assistant Director, e.g., correspondence, sending out the call to the meetings, etc. (See Tool Kit)

Duties of the Chapter Officer:

- 1) The local Chapter Recording Secretary records accurate minutes of all chapter meetings and disseminate same to members.
- 2) May request assistance from the Region or State Recording Secretary.
- 3) May perform other duties as assigned by the chapter president.

Financial Implications

Funds should be provided in the respective budgets to reimburse necessary receipted expenses incurred by the recording secretary in the course of her job, e.g., computer paper, postage, stationery, ink cartridges, tape recorder, etc.

Included in Toolkit

TK 1.07 Template of a simple model form for minutes

TK 1.07 List of tips for taking minutes

Secretary should obtain a copy of Robert's Rules of Order, Newly Revised (11th Edition

Date of Board Approval: 03/04/12

Effective Date: 03/04/12

* Underlined passages denotes wording from the NYS Women, Inc. Bylaws
Article XIII: Duties of Officers, Section 5