



The Role of the Secretary in Board Meeting

In essence, the Secretary is responsible for the records of the organization. As a nonprofit organization, you are required to have board meetings at least quarterly, with a quorum from your board present in order to vote on different governing procedures/documents. While the Secretary is responsible for the records of the meeting (which include who is present at the meeting), the Parliamentarian is responsible for the procedures of the meeting. They will figure out how many people are needed for a quorum and the voting, the Secretary needs to just make a note of who is present, who made which motions and the outcome of the vote.

Basic Job duties:

1. Make sure you have a current roster of all board members with their contact information. This needs to be on file with the Private Organization office at the beginning of your board year.
2. Set up and send out reminder email/social media/text message (whatever your club uses to notify your board) of an upcoming meeting.
 - a. The common rule is to send reminders out 1 week prior to the meeting along with a draft agenda for the meeting.
 - b. The draft agenda should give each person a reminder to be prepared to speak up about something listed.
3. Receive and collate board reports:
 - a. It is also a reminder for each board member to send the Secretary and President their board reports.
 - i. Board reports are sent in from each board member that gives a record of what they worked on over the course of the month.
 - ii. It's also a place for them to give notice that they need help with something or if they need a discussion or vote during the board meeting.
 - iii. Some clubs will also have each member turn their volunteer hours in on their board report.
 - b. Once you receive all the board reports, the Secretary can finalize the agenda.
 - i. Add in the reports from everyone.
 - ii. Make adjustments to the agenda based on requests for discussion and votes.
 - c. You can change the order of the reports to move the most pertinent reports to the beginning of the section. (i.e. Fundraising reports first when it is the month prior to a major event.) Or you can keep board reports in the same order each month. Most people like to change things up so that your most important discussions are not always last when people are rushing to finish a meeting on time, or before people have to leave early.
4. 24 Hours prior to a board meeting:



- a. Send out the adjusted agenda
 - b. Resend the minutes from the previous meeting with a reminder that they will be voted on.
 - c. Remind people to bring their own printed copy if they want the information in a hard copy.
5. 30 Minutes prior to a Board Meeting:
- a. Arrive to the meeting place early and set up the room for an optimal meeting environment.
 - b. Put name tents around the room so people can quickly find their seats. Executive board should be at the head of the table with the President and Parliamentarian next to each other. If tables are set up in a “U” shape, then everyone will feel included.
 - c. Make sure you have everything needed to be able to take minutes as the meeting progresses. If you use your computer to take notes as you go, be sure to use the Agenda to type notes into because it will give you the outline you need to make sure you don’t miss any discussions.
6. During the meeting:
- a. Record the time the meeting started and who opened the meeting.
 - b. Make sure the minutes from the previous meeting are voted on. The President or Parliamentarian should open the discussion to see if there are any changes needed or adjustments made to the minutes as they received them. After the minutes are approved, they must be submitted to your Private Organization office (either electronically or hard copy based on the preference from Private Organization). Take notes into the agenda – either writing by hand or typing into your computer. Your minutes become an official record of the meeting, so they need to be accurate, but they don’t need to be super detailed. You can take detailed notes if you need to for the sake of remembering, but when you go back to clean up your notes to make things official, you can summarize the discussion and just keep the key points and key decisions.
 - c. You do have to take notes on any motions. Whomever makes the motion, and whomever seconds the motion, a summary of the discussion, then the outcome of a vote if needed. (only need to track the number of yes’s, no’s and abstains – you don’t have to list the names of each person.)
 - d. As the meeting progresses, be sure to stay current with your notes. Try not to get too involved in the conversations yourself that you get distracted from capturing the information as it unfolds.
 - e. At the conclusion of the meeting, mark the time and who adjourned the meeting.
7. After the meeting as ended:
- a. Move the tables and chairs back to their original positions (If you moved them)
 - b. Collect Name tents to use at the next meeting.
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- c. Go through your meeting minutes to make sure they make sense as you have written them. Make changes to wording or summarize as needed to make them as concise as possible.
 - d. Send them out to the board members so that everyone can see what was discussed at the meeting and they know what they need to work on for the month. (Sometimes it is recommended that you send them to the President first to make sure they agree with what you captured. They may want to send them out themselves to communicate to the board with a list of “Due Outs”, or the “Action Plan” for the month.
 - e. File the approved minutes from the last meeting with your PO office.

Clubs might have different duties for different positions. This is just a suggestion based on the experiences of the Council. If you run your club differently, please be sure to be consistent with all of your governing documents.