

## SECRETARY

A body is only as good as its parts and a team is only as good as its members. As Auxiliary Secretary, you are an integral part of the team. The success of our organization relies on the quality of leadership and team work. Much of this success is your untiring efforts and often unheralded responsibilities of being an assistant to your Auxiliary President and all of its members.

To assist you, many guidelines have been set down. Familiarize yourself with the Ritual for the order of business, and the National Bylaws for your duties and the Booklet of Instructions for suggestions and details. You may find the following taken from Demeter's Manual helpful.

**Purpose of Minutes:** Minutes are recorded and read for three (3) main reasons:

1. To refresh the memory of the members who attended the last meeting.
2. To inform those who were absent.
3. To compile a history of the organizations' acts and accomplishments.

**Essentials of Minutes:** The Secretary is not required to include in the minutes all that takes place at meetings. Generally speaking only decisions should be recorded. **A record is made of what is done, not what is said.** Lengthy or detailed minutes are not necessary. The following constitute the most essential points for inclusion (others are not excluded):

1. Kind of meeting (regular, special, etc.)
2. Name of Organization.
3. Date and place of meeting, also presence of quorum.
4. Names of substitute Officers.
5. Action taken on minutes of last meeting.
6. Main motions and resolutions, whether adopted or lost.

**Name of proposer of a motion (one seconding if required).**

7. Brief report of Officers and Committees.
8. All required previous notices such as notice to rescind, to reconsider, all proper points of order and appeals, and all votes taken by hand or rising, ballots, roll call.
9. Any other action or proceeding worthy of record.
10. Social or other events of the meeting occurring before, during or after the session, including names of guest speakers therein may be included for the record.
11. Hour of meeting and adjournment.

**It is permissible for a Secretary to tape the minutes of the meeting to supplement her notes. The tapes may not be distributed to those who did not attend the meeting and may not be used for any other purpose than to ensure the accuracy of the minutes. The recording equipment should be in full view of the members and should not be used if the members**

**object. Individuals may not be allowed to tape the meetings for their own personal use. (See Booklet of Instructions.)**

Other items of importance are as follows: See that all application cards are correct and completed in **detail**. Notify the Auxiliary from which a member has transferred; notify Department and National of the name changes and/or address changes of the Auxiliary President, Treasurer and Secretary **immediately**.

Be certain all bills are presented to the Trustees for determination of their action. Secure from the Treasurer her report which includes all receipts and disbursements and the breakdown of all funds and incorporate into the minutes to be read. The quarterly audit report must also be incorporated into the minutes.

Keep all Auxiliary files updated according to the retention schedule adopted by your Auxiliary in accordance with the National Bylaws, and suggestions of Department such as files of the *Echo*, Committee Reports, Audit Reports, etc. A suggested retention schedule is available from the Department Office which was compiled from National regulations and State laws.

All communications are grouped under one heading but National General Orders and letters are read first, then Department General Orders and letters to be followed by District communications. Post and Auxiliary communications and finally thank you notes, cards and correspondence from other organizations.

**All General Orders from National and Department** are official and must be read at one meeting before being filed for reference. All other communications from National and Department are also official and should be read at once. If the communications require action, of course, such action taken is recorded in the minutes.

The Secretary shall affix the seal of the Auxiliary to all communications. Should an Auxiliary have but one seal, she shall make it available for the use of the Treasurer. Date all communications and sign your name in **ink**. Typewritten signatures can be made by anyone. With each signature, give your full name, address, Auxiliary name and number.

In late March or early April, you as Secretary, will receive “Warrant” authorizing installation of your newly elected Officers for the preceding year. Attached to the Warrant are the Reports of Installation for both National and Department. It is the responsibility of the Auxiliary Secretary to make sure these Installation Reports are completed and sent to the respective places. This is extremely important because your newly elected President will not receive any correspondence from National Headquarters unless the report is sent in.

Many inexperienced Secretaries can be greatly assisted during the meeting if the President will request the Chairmen give duplicate copies of their reports to the Secretary. This will give the Secretary a “**break**”, help her catch up, and will be a time saver.

**NOTIFICATION OF TRANSFER**

**DATE**

To: Secretary of Auxiliary No. \_\_\_\_\_

Sister \_\_\_\_\_ from your Auxiliary has requested a transfer, and has been accepted into our Auxiliary No. \_\_\_\_\_.

\_\_\_\_\_  
Secretary, Auxiliary No. \_\_\_\_\_

**Note: As directed by National Bylaws, Section 112.**

\*\*\*\*\*

**NOTIFICATION OF TRANSFER**

**DATE**

To: Secretary of Auxiliary No. \_\_\_\_\_

Sister \_\_\_\_\_ from your Auxiliary has requested a transfer, and has been accepted into our Auxiliary No. \_\_\_\_\_.

\_\_\_\_\_  
Secretary, Auxiliary No. \_\_\_\_\_

**Note: As directed by National Bylaws, Section 112.**