

# **GUIDELINES FOR CLUB SECRETARIES**

# CLUB SECRETARY RESPONSIBILITIES

A club secretary's main duties will be spelled out in the club Constitution. In general, though, your duties will include:

- Be sure your club has important documents organized, updated, and filed someplace you'll have access to. HCC's Portal site might be a great spot for your club to consider keeping this information.

All clubs should have on record:

- A current Constitution
- A roster that includes contact info.
- A running list of club events/activities and the number of people who attended
- Minutes from meetings that date back at least 5 years, if applicable
- Club budget information that dates back at least 5 years, if applicable

# CLUB SECRETARY RESPONSIBILITIES

- Keep club members “in the loop” for upcoming meetings and events so everyone stays involved. This could include flyers around campus, Facebook postings, e-mails, etc. Work with your club president and advisor to see what communication system they would like to use.
- Take minutes at every club meeting so there will be official documentation of what is discussed. If you cannot attend a meeting, it is your responsibility to find a club member who can fill in for you. Minutes must be taken at every meeting.

Taking minutes can be a daunting task, but the following slides include guidelines from Barbara Roulette, executive assistant to HCC’s president.


# **TAKING MINUTES**

TIPS, TRICKS, AND SHORTCUTS

# KNOW YOUR AUDIENCE

- **Minutes:**
  - Provide an accurate summary of the business conducted
  - Provide someone unfamiliar with your club a snapshot of what happened
- **Minutes are not:**
  - A word-for-word recount of everything that was said

# WHAT TO RECORD

- Attendees
  - Call To Order (CTO) time
  - Major discussion topics
  - Outcome of discussion topics – voted on or tabled for further discussion?
  - Adjournment time
  - Any statement that is specifically requested to be reflected in the minutes
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# WHAT YOU CAN SKIP

- Detailed discussions of every issue - he said, she said
- Disagreements and arguments
- Any “aside” comment not relevant to the topic
- Any comment specifically asked to be excluded from the minutes

# SHORTCUTS


Example

<i>CTO - 11:30</i>	<i>B — A</i>	<i>ADJ - 3:15</i>
	<i>R</i>	


Your notes are yours – no one needs to understand them but you. Make use of shortcuts that make sense to you.



# WHAT TO INCLUDE IN TRANSCRIBING

- Name of Club
  - Date and Time of Meeting
  - Location
  - Attendees, Indicating Officers (You might have Club Members, Advisors, and Guests as your categories)
  - Call to Order (CTO)
  - Approval of Minutes of Previous Meeting
  - Any Standard Reports
  - Old Business
  - New Business
  - Time of Adjournment
  - Date and Time of Next Meeting if Available
  - “Respectfully submitted” ending
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# MAKE IT EASY ON YOURSELF

- In transcribing, use the template from the previous minutes
  - Create standard language for call to order, adjournment, and approval of recurring agenda items
  - Use excerpts from previous minutes if a topic discussion extends over several meetings
  - Make use of descriptions provided in handouts to provide background for a topic
  - Summary phrases: “The club members discussed...” or “After much discussion, the club members agreed...”
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# QUESTIONS OR COMMENTS?

Open meeting minutes for the Board of Trustees are posted on the HCC Web site at

<http://www.hagerstowncc.edu/about-hcc/president/board> if you would like to review additional copies.