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.
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
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

CTO - 11:30  B _ A  ADJ - 3:15

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
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...”
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.