

MAD-Southeast Districts Quick Start 2021

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How to be a Chapter Secretary

Tips from the Trenches

Introductions

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➤ **First Things First – Go to the Original Source**

To determine roles and responsibilities, check your by-laws.

In addition to by-laws, many chapters have officer roles and responsibilities as well that defines the job.

Central Pennsylvania Bylaws:

Section 6. Secretary. The secretary shall keep records of all meetings of the Chapter and of the board, send copies of such minutes to PRSA Headquarters and to the district chair, issue notices of all meetings, maintain or cause to be maintained the roll of membership, and perform all other duties customarily pertaining to the office of the secretary.

Southeast District Bylaws:

Secretary. The district secretary shall keep records of all meetings of the District board. In the absence of the chair and chair-elect, the secretary shall perform the duties of the chair. In the event that the chair and chair-elect positions become vacant, the secretary will assume the position as chair. The secretary keeps a permanent file of the board-approved minutes of all meetings and makes copies available to PRSA National within 10 business days of board approval.

➤ Look Back and Look Forward

Speak with the prior secretary to gain insights and learn best practices

- Use the same template or modify according to leadership feedback

Speak with the incoming president to determine how he/she wants to operate

- Scheduling meetings, agendas, etc.

➤ Key Functions of a Chapter Secretary

- Take attendance
- Take notes of meeting activity, including discussion, motions and those who raise and second the motion and if the motion passes
 - It's OK to stop the meeting to clarify details you are recording, including who makes a motion and correct spelling of names.
- If you are not a quick note taker, you can request to record the meeting for note taking purposes only.

➤ Key Functions of a Chapter Secretary

- Ask Treasurer and any Committee Chairs who present reports for their files to include it in the minutes.
- After meeting, aim to finalize draft minutes as soon as possible.
- Plan to send minutes to board for approval at least two weeks in advance to provide adequate time for review, depending on chapter culture and expectations.

➤ Meeting Logistics

- Work with your president to determine day/time of monthly meetings. If possible, meet on the same day/time every month so you can establish calendar of meetings at the beginning of the year. Send Calendar Requests.
- If the secretary is in charge of agenda:
 - Send request for agenda items two weeks in advance
 - Timing works well to pair request with prior month's minutes for review
 - After approval by president, email agenda 24 hours before meeting

➤ Backing You Up

- At the beginning of the year, **designate a backup** to ensure minutes will be taken if you cannot attend a meeting.
 - Be sure to share template for meeting minutes
- Take a few minutes to review your protocols

➤ Keep a Record @ www.prsa.org



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Southeast District Dashboard



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Chapter Reports

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View Chapter Reports

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folder	CHAPTERS	-	09/3/2019 14:59:43	Delete Rename Move/Copy
folder	Dashboards	-	12/11/2013 20:17:06	Delete Rename Move/Copy
folder	Financials	-	12/23/2020 09:44:49	Delete Rename Move/Copy
folder	Minutes	-	12/11/2013 20:17:06	Delete Rename Move/Copy
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➤ Be a Rule Follower



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➤ **Open Discussion**

Q&As

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