

SPDCCW Fall Workshop on Recording Secretary Session
Presented by: Bernadette Gaudion, SPDCCW Recording Secretary
Saturday, August 26, 2017 @ Our Lady Queen of Peace

“The purpose of keeping minutes is to **provide a record** of the **organization’s actions**, for the information of absent members and for future reference. Minutes are not generally intended to be a news report, or a record of all that was said in a meeting. For most meetings, it is enough to record the essential facts and the actions of the organization.”

--from <http://www.workerseducation.org/crutch/procedure/minutes.html>

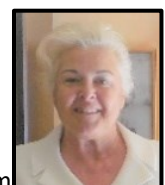
Where to begin?

1. **Check existing by-laws to verify your exact job description.** SPDCCW’s by-laws read in part “The Recording Secretary shall record the transactions of board meetings; shall send copies of the Minutes to the Board of Directors within thirty (30) days following such meetings; shall keep, in a separate book, a copy of the Bylaws and the Standing Rules of the Council. [Districts follow Diocesan by-laws; affiliations (parishes) have their own by-laws.]

Note: “Bylaws is spelled both with and without a hyphen. So which is preferable? It appears bylaw is gaining the upper hand. For example, the 1915 edition of *Robert’s Rules of Order Revised* used *by-laws*, but the current edition, *Robert’s Rules of Order Newly Revised*, uses *bylaws*.”
--from <http://www.adamsdrafting.com/bylaws/>

2. **Check with your parliamentarian** for specific needs of your group--work closely with her and utilize her expertise to make your job complete and accurate. [Also, follow Parliamentarian’s suggestion as to what you should keep in your notebook @ meetings.]
3. **Inspect paperwork trail** of past “official” minutes and submitted reports. Minutes are kept *forever* and reports are filed for six years. All “official” minutes should be signed and dated. Store materials in a waterproof container and pass on to successor with protocol explanation.
4. **Set expectations** up front to provide clear instructions and procedures how to complete and turn in reports, record motions, and procedure for appointment of members to approve minutes. Again, work closely with your parliamentarian to ascertain needs best suited for your group and utilize NCCW resources. *Set procedure to establish a routine
5. **Use a reliable template** to write your minutes. [Name of group; kind of meeting; date, time place of meeting; name and title of presiding officer; attendance; disposition of mins. of previous meeting (include whether read and approved/corrected); statement of account or reports; reports of other officers/committees; motions voted upon; copy of any Resolutions adopted; record of results of election and votes cast; annotation of program topics/presentations; time of adjournment; signature of secretary and date approved. --from nccw.org
6. **Provide and utilize motion forms** [File history of motions]
7. **Methods of taking minutes:** short-hand, word processor, template, recording or a combination.
Do what works best for YOU.

Bernadette’s Tips: When recording at meetings, I use a pre-printed template “hard copy” **and** I type minutes. When editing and saving minutes I place the “time saved” on the file name, so I insure I am using the “latest” version. Paginate minutes and save periodically on memory stick throughout meeting.



Feel free to contact me for support or questions @ amicigaudion@aol.com



VALUABLE RESOURCES for newly elected and experienced recording secretaries follows:

NCCW @nccw.org

http://spps.noacsc.org/files/5913/9143/6967/NATIONAL_COUNCIL_OF_CATHOLIC_WOMEN_GUIDELINES.pdf

Robert's Rules of Order

<http://www.dummies.com/careers/business-skills/meeting-minutes-according-to-roberts-rules/>

NCCW publications @ nccw.org: **NCCW Guidance and Resource Manual**, pp. 30-31; **Ask the Parliamentarian**, pp.9-10

"Instructions for the Secretary/Typing Minutes" by Kathy Holecek

Compiled by Bernadette Gaudion

NCCW, *The National Council of Catholic Women provides the following guidelines for Recording Secretaries.*

Specific Responsibilities and Duties of the Recording Secretary shall:

- Attend all regular monthly business and board meetings.
- Report at business meetings on the activities, projects, etc., particular to her responsibilities.
- Keep records of all proceedings of organization meetings and act as custodian of all records and official papers.
- Be prompt in writing and publishing minutes. Place in the minutes what was done (motions, actions), not what was said or what is the opinion of the secretary. Be concise with your notes.
- Know the bylaws and become familiar with them as they may contain additional duties.
- Keep records of the activities of her office and pass these on to her successor. Correspondence as requested by the president.
- In the absence of the president and vice president, call the meeting to order and preside until a chair pro-tem is elected.
- Serve on committees as delegated by the president. · Attend leadership training when offered, regional council gatherings and diocesan meetings.
- Attend your annual council planning meeting

--from http://spps.noacsc.org/files/5913/9143/6967/NATIONAL_COUNCIL_OF_CATHOLIC_WOMEN_GUIDELINES.pdf