

MNU HOW TO: SECRETARY GUIDE

WELCOME TO THE HOW TO BE A SECRETARY GUIDE!

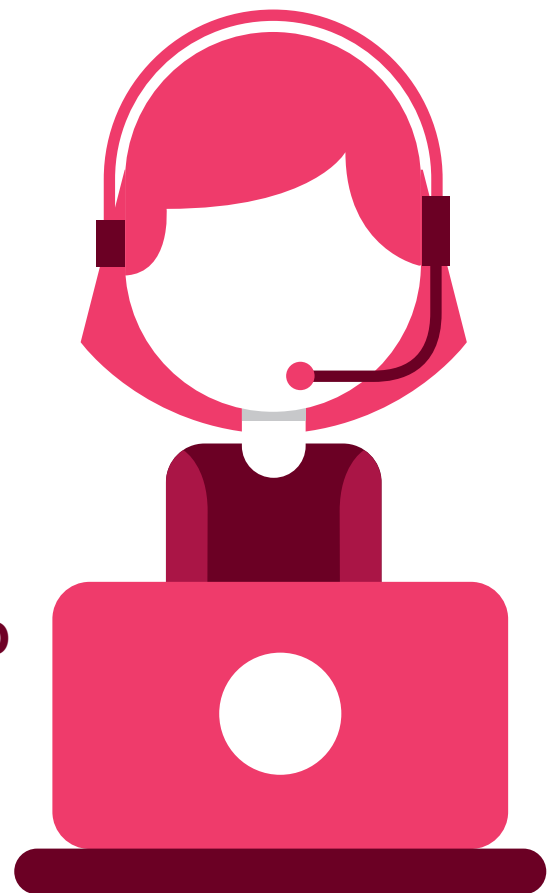
At MNU Provincial Office, we understand that stepping into a new role can be intimidating, which is why we have created this resource for your new position.

Our goal is to make everything as easy as possible while still providing you with all the essential information you need to feel confident. But always know, we're here to help if you need us.

THE MAIN TASK FOR THE SECRETARY IS TO KEEP RECORD OF ALL PROCEEDINGS OF THE LOCAL AND TO BE RESPONSIBLE FOR ALL CORRESPONDENCE OF THE LOCAL.

THE SECRETARY WILL ALSO:

1. Assist the Treasurer in maintaining a record of the Local's membership
2. Notify members of upcoming meetings
3. Complete other tasks as assigned by the executive committee



RECORDING MEETING MINUTES

Secretary's must record minutes of all meetings.

Meeting minutes should include:

1. All decisions made
2. Motions made (for any action taken or money spent)
3. Seconding of motions and votes
4. Essence of the discussion

DO'S AND DONT'S OF MEETING MINUTES

DO INCLUDE:

- Date and committee/ meeting name
- Who is your chairperson?
- Who is recording?
- List of members who attended
- List of absent members
- Identify late arrivals and early departures
- Call to order time
- Acceptance or amendments of previous meeting minutes
- All motions both past and defeated
- Any decisions made/ agreements reached
- Assigned responsibilities for follow up
- All deferred items
- Time of adjournment

DON'T INCLUDE:

- Emotions
- Off topic comments and discussion
- Detailed descriptions of lengthy discussion
- No quotes unless they are formal motions
- Names of members who make general suggestions or comments



WHY DO WE NEED MINUTES?

Minutes are important to keep in order to be able to refer back to. Minutes are a formal reporting mechanism and are necessary to:

- Form an action plan for follow up
- Use as a template for the agenda for the next meeting
- Create a foundation for the creation of policies and procedures
- Facilitate accountability
- Minutes should be kept indefinitely as they are a historical document

PLEASE NOTE:

Meeting minutes should be clear, concise, and straightforward. Anyone who reads them, whether they were present at the meeting or not should be able to understand what happened at the meeting.

APPROVAL OF MINUTES

Minutes are only a draft until approved by the body that created them. Each meeting should begin with approval of meeting minutes from the previous meeting. Approval can be approved by unanimous consent or adopted motion. Corrections to minutes can be made any time an error is found.