



District Secretaries' Guide

Altrusa International, Inc.

Created January 2019

DISTRICT SECRETARY

This guide has been developed to assist you, as Secretary of your District, perform the responsibilities of your office. In this guide you will find a timeline of important dates, and helpful information to make your role as Secretary be successful. This is a guide and can be modified as needed in your District.

District Secretaries play a vital role in their district. A good secretary will be the historian of your district conference and mid-year board meetings. You will work closely with the District Governor.

The District Secretary serves on the District Board as a non-voting member.

GENERAL RESPONSIBILITIES

- Keep a record of attendance at all meetings
- Include attendance in minutes of each meeting
- Send to clubs in District information regarding club delegates and alternates allowed and give deadline of returning information prior to Conference (suggest form included in the appendix)
- Attend all meetings of your District – Conference, Mid-Year Board Meeting and others as called by the District Governor
- Publish and distribute minutes to appropriate group – Conference to conference attendees the following year; Mid-Year Board Meeting and others as called by the District Governor to the District Board
- Maintain the District's permanent records
- Present a Secretary's workshop at District Conference, if requested by District Governor to do so

Guidelines for preparing minutes

Minutes are the official, legal record of a District and should never be destroyed. The minutes:

- Keep members informed of events of the District Conference
 - Keep District Board members informed of the actions and activities of District Board Meetings (Pre-Conference, Post Conference and Mid-Year) and other meetings called by the District Governor
 - Helps formulate the agenda for future meetings as called upon by the District Governor
 - Provides a valuable review of the activities in the past
 - The minutes should contain what was done by the organization, not what was said by the members
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- The essentials of minutes:
 1. What kind of meeting (Conference, Mid-Year Board Meeting, Conference call)
 2. Date and place of meeting, as well as time convened.
 3. Call to order by the presiding officer
 4. Name of the group and names of board members present and absent. (For historical purposes, should list name, position and club). Should also include the names of any guests)
 5. Correction and approval of the previous meeting's minutes as read or distributed
 6. Treasurer's Report as presented and placed in file for audit
 7. Other minute items:
 - A. Take notes in order that business occurs – follow the agenda. Help the presiding officer stay on the agenda (There may be a motion made to allow the presiding officer to change agenda as needed. If that occurs, the minutes should continue to be in the order as business occurs and will not follow the agenda)
 - B. Minutes should be facts only, never opinions
 - C. Correspondence – briefly record items received and attach with minutes for a permanent record.
 - D. Reports of committees – if a recommendation is coming from a committee and he/she is a board member, the committee recommendation is the motion and doesn't require a second. If not a board member, a motion and second is needed.
 - E. All motions and seconds on action items. The motion should be stated in the minutes. The name of the person making the motion, the person seconding and record of vote. The discussion is not included in the minutes. If there is a hotly contested question, simply note "after a lengthy discussion". This will indicate the question was openly debated prior to a decision. (Suggest using motion forms to make meetings run more smoothly. A copy is included in this guide.) If a motion is withdrawn it is not included in the minutes.

- a. If there was no formal motion and a general consensus reached, the wording would be “by consensus, the District agreed to...”
- F. Unfinished business – List unfinished business and if action was required list the motions.
- G. New business – List any new business and the action required. All motions should be included and the outcome of the motion.
- H. Assignments made – what was decided, who is to do it and by what time.
- I. If there was a speaker at the meeting, it should be noted in the minutes, but the remarks and details of the program should not be included. (insert in the appropriate place in the minutes)
- J. Announcements – list out any announcements.
- K. Adjournment – state who moved and seconded the motion for adjournment. State – “There being no further business, the meeting was adjourned at (time).

Preparing and present minutes

- Use the District Governor’s agenda as a guide and for accuracy, and include a clean copy of the agenda with your minutes in the District’s permanent files.
- Transcribe the formal minutes as soon as possible. The secretary’s name and title should be at the end of the minutes.
- Send a copy to the District Governor for editing before distributing.
- Once edits are made, send to the District Governor for Conference Packets (if Conference Minutes) or to send to the Board prior to Mid-Year Board Meeting, or the next District Board Meeting (if additional board meetings are held)
- Once minutes are approved, the minutes should note on the original minutes “approved”, date and sign.
- For Conference Minutes, consider having a standing rule which allows the Board of Directors to approve the minutes.

Calendar of events for District Secretaries

- February/March – send delegate/alternate form for District Conference to each club. Give # of delegates/alternates allowed and date form must be returned to the District Secretary.
- April/May – Attend District Conference and record the minutes of the Pre-Conference Board Meeting, Conference Business Meeting and Post-Conference Board Meeting.
- In election year, transfer secretary files to the new District Secretary. Most files can be transferred at Conference with the Conference Pre-Conference, Conference and Post-Conference being forwarded to the new secretary as soon as possible following Conference. The incoming and outgoing Secretary should work out a timeline of the final transfer with 30 days after District Conference.

- July in odd number years – attend District Secretary workshop at International Convention, if being offered.

Appendix

Form for reporting delegates & alternates

Email to the District Secretary immediately after election, but no later than 30-day date before the _____ District Conference.

Altrusa International of _____

Office membership count as of _____ # of members (not Emeritus) _____

As per the District Bylaws, Article V, Section 1 (Delegates to Conference):

Each club in good standing in International that has a total Active membership of fifteen (15) or less for who dues have been paid to International, and to the District where applicable, shall be entitled to one (1) delegate and one (1) alternate. For each additional fifteen (15) members or portion thereof, a club shall be entitled to one (1) additional delegate and alternate up to a maximum of five (5) delegates and five (5) alternates.

Eligible Delegates _____

Eligible Alternates _____

Delegates:

Alternates:

Submitted by: _____(Signature)

_____ (typed or printed name)

Phone # for questions: _____

Submit immediately after election, but no later than 30 days before Conference

District Secretary _____

_____ (email)

Questions? Call me at _____

Motion Form

I move

Motion proposed by _____

Altrusa International of _____, Inc.

Seconded by _____

Altrusa International of _____, Inc.

Action: () Approved Ayes _____ Nos _____

() Defeated Ayes _____ Nos _____

() Failed for second () Amended

() Withdrawn () Tabled

() Referred to _____