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Nesting Notes

1st Trimester Secretary SIP

Hello to everyone,

I want to thank everyone who has given me support in one way or another. This support allows me to continue to grow within this wonderful organization. It reminds me that sometimes we need to balance our comfort zone with new challenges. I have been secretary to my local chapter a couple of times. I sincerely hope that I will be able to step up to this challenge on the national level.

On a personal note, I have been a member of the St. Cloud, Minnesota, chapter of Women of Today since January of 1994. My sister took me to the first meeting with the attitude that we both needed something more. We both joined that evening. I am a widow with 3 adult children, all of which have given me grandchildren. The youngest are 4 boys all in the 15 year old range.

This is my third year on National Staff and I keep learning new things. I look forward to learning more about your chapters and states through the minutes and newsletters that you submit to me.

Please be sure to complete your Fast Start so that I can get to know you.

Mary Hansen

What is a Secretary?

Webster's dictionary defines a "Secretary" as "a person who writes letters and keeps records of a person, company, club, committee or the like."

In Women of Today, the "secretary" is a member who is elected to record minutes of all business meetings within their respective chapter/district/state; keep a permanent file of all minutes, and perform other duties as outlined in the bylaws/policies, or requested by the membership.

"YOU CAN RUN THE OFFICE WITHOUT
A BOSS, BUT YOU CAN'T RUN AN
OFFICE WITHOUT SECRETARIES."

~ JANE FONDA

Secretary
Because
Freaking
Awesome is
Not an official
Job Title!



Secretary Fast Start

Nesting Notes

A special incentive will be given to those secretaries/newsletter editors who accomplish this Fast Start by August 15th

- Completed forms can be emailed to secretary@uswomenoftoday.org.
- Send a letter of introduction telling me about yourself and including your theme and logo for the year.
- Send me your goals and a short statement on how you plan to achieve each of them.
- Submit a copy of the minutes that you recorded at one of your state meetings. (If no meeting is held before August 15th, let me know which meeting minutes you will be submitting.)

Communicate with your local chapter secretaries. Let them know that I would like to receive a copy of their minutes any time during the year. Please provide a copy of the email or letter that you sent out to local secretaries.

If you also serve as your state Newsletter Editor, please let me know so I can add you to my list of newsletter contacts. (If someone else in your state is the newsletter editor, please send me her/his name and contact information.)

Role of the Secretary

The basic function of the Secretary is to keep the records of the organization (apart from financial records) and to deal with correspondence.

This includes:

- Keeping records of members including on the Committee in order to show who is entitled to vote and to receive votes
- Calling and giving notice of meetings as required by the Constitution
- Ensuring that any papers required are prepared and circulated prior to the meeting
- Taking responsibilities for seeing that letters are written and replied to and that correspondence is available for inspection.
- Preparing agendas if required. This is sometimes a function carried out by the Chairperson and Secretary.
- Ensuring that adequate written records and written or oral reports are available for the incoming secretary so that they can maintain proper continuity.