

## Preserving Our Minutes



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## 3<sup>rd</sup> Trimester Secretary SIP

Hello to everyone,

Thank you to everyone who has sent in meeting minutes and/or their newsletters. It is always amazing to see what everyone is accomplishing.

My challenge for third trimester is that any chapter or state that sends me minutes or newsletters to review will be entered into a drawing for a “Preserve Basket” at year end in June 2026.

All submissions must be sent by 5/31/2026 to be considered for entry. Also, for every set of minutes or newsletter sent an entry will be given.

So keep sending me all the goods! Looking forward to having many chapters, names, etc. to draw from!

### WHO IS THE SECRETARY

- You are the president’s right hand.
- **ALWAYS BE ACCURATE** - As secretary you are creating the historical records of your group – who, what, where, when, why, and how.
- **ALWAYS BE PROMPT** - Since you are keeping the minutes, it is important that you are there for the entire meeting to record all information. Make sure the president receives a copy of the minutes within a reasonable time after any given minutes.
- **SPEAK CLEARLY** – especially when reading minutes or correspondence.
- **MINUTES** - Type all minutes – typewritten records are easier to read than hand-written ones.
- **CORRESPONDENCE** - Receive and send any correspondence for the group – as requested by the president.
- **PERMANENT RECORDS** - Keep the original minutes as part of the permanent records – as well as the typed ones.
- **COPIES** - Distribute copies of meeting minutes to officers and members. This can be done by printing them in the newsletter, or having copies available at the beginning of the next meeting.
- **END OF YEAR** - At the end of each year, have the minutes bound together as a permanent record and placed in the appropriate files (secretary and/or president).

# Training Information for Secretaries

No other office is more important to the smooth functioning of your organization than the secretary. The work of the secretary is absolutely essential, and it takes a special person to do it correctly and do it well – not because the work is difficult, but because it's so important.

Dependability, organization, and the ability to refrain from editorializing are the key attributes of a successful secretary.

Under Robert's Rules, a secretary's job description includes the following duties:

- Take minutes at all meetings and submit them for approval to the membership at the following meeting. Minutes are the record of the proceedings in your meetings and become official when approved.
- Serve as custodian of your organization's records (except records specifically assigned to other officers), including minutes; reports of officers, boards, and committees; and official correspondence.
- Make the organization's records available to members, in accordance with your rules.
- Issue the notice (or call) of meetings and serve as a correspondence secretary unless a separate position is established for that function.
- Prepare the order of business for the presiding officer, showing everything known to be up for consideration at the meeting.

If you're the secretary, don't wear yourself out trying to write (into the minutes) everything everybody says in meetings. In fact, it's actually improper to do that.

**It boils down to this:** Minutes are the record of what is done in the meeting, NOT what is said.

