

**Secretary – Chapter & District**  
Duties and Job Description  
Concerned Bikers Association/ABATE of NC  
November 2010

Members who step up and accept the office of Secretary are a dedicated and critical part of our organization. Communication, dependability, accuracy, and a strong work ethic are qualities of a good chapter Secretary.

### **Chapter Secretary**

The [Constitution](#) details under *Article VII, Section 5 (C)* the duties of a chapter Secretary read as follows:

*“C) The Chapter Secretary shall keep full and fair records of all proceedings and transactions at all chapter meetings, including officers meetings. He/she shall maintain a membership roster of all chapter members. Membership applications shall be handled as stated in the By-Laws Section 1, #4 and mailed to Membership Services. The Chapter Secretary shall keep the State Secretary and State Information Director informed at all times of the time, place, and date of all chapter meetings, and shall inform the State Secretary of any chapter officer changes, and prepare a quarterly chapter activity summary to present to the State Secretary at meetings of the State Executive Council. The Chapter Secretary shall also insure responsibility of the chapter letter for the state newsletter by writing it him/herself or by delegating the letter to someone else within the chapter.”*

The chapter Secretary, in most instances, is responsible for processing memberships for their chapter. Membership Services has a complete outline of instructions and guidelines for processing memberships included in the role handbook. Please familiarize yourself and follow these procedures as you go through the membership process.

In some chapters, processing membership applications and maintaining the chapter membership roster are duties assigned to a person other than the chapter Secretary. The same Constitutional duties assigned to chapter secretaries, and the guidelines established by Membership Services, also apply to a person delegated these responsibilities. But, ultimately, the chapter Secretary is responsible for these duties.

Chapter Secretaries are required to work with the Chapter Treasurer in preparing the CBA Quarterly Chapter Activity Summary. This report is used to verify your membership records with the State’s records, and should be completed and forwarded to the State Secretary, copying the State Treasurer, before or at each quarterly state meeting. This report informs the State of:

- All chapter activities and fundraisers
- A record of chapter financial accounts
- The latest chapter officer information, changes and updates

For those with internet access, much of the information requested on the report should be forwarded to the State officers as soon as you receive it in order that the State can provide the latest information on the website where applicable.

The State CBA website is an important tool and resource for chapter secretaries. All documents, handbooks, forms and chapter contact information is posted on the website under [Chapter Information](#).

The Chapter Secretary is responsible for ensuring a chapter letter/report is sent to the newsletter editor for publication in the [state newsletter](#). If the chapter Secretary is unable to submit material for publication, he/she needs to see that another chapter member does it. It is not necessary to list all details of your chapter’s actions, but we encourage you to write about what your chapter is currently involved with. Items of interest to other members could include chapter legislative information/activities, poker runs or other fundraisers, MSAP involvement, and personal interest stories about chapter members.

In addition to the duties and requirements outlined in the Constitution, Membership Services and State Information guidelines, a Secretary may, at times, be asked to do other jobs. For example, depending on the requirements of your chapter President, a chapter Secretary may be responsible for creating and publishing a chapter newsletter. Some chapter presidents ask their secretaries to prepare agendas, arrange travel plans, and other miscellaneous duties as needed. Each chapter has the flexibility to handle these tasks as they see fit within the chapter as long as constitutional guidelines are maintained.

Membership rosters, officer lists, notes and minutes of all meetings and events are property of the chapter and will be turned over to the new chapter Secretary at the end of a term. In the event that a Secretary steps down during his or her term, all records, documents, files, etc, will be turned over to the new chapter Secretary or, in the interim, to the chapter President.

### **District Secretary**

There are three District Secretaries in our statewide organization; one each in the Eastern District, Central District and Western District. Their duties follow the same guidelines and rules as outlined previously for chapter secretaries in *Article VII, Section 4 (C)*, with the exception of the guidelines pertaining to processing memberships.

Although there is no specific language in the Constitution defining the responsibilities of the District Secretary, providing the following information to the State will serve to enhance and strengthen our organization while keeping open communication between all factions and levels of leadership.

The District Secretary shall keep full and fair records of all proceedings and transactions at all district meetings, including officers' meetings. The District Secretary is responsible to the District Coordinator and will follow all guidelines and duties as assigned by the District Coordinator.

The District Secretary shall keep the State Secretary and State Information Director informed at all times of the time, place, and date of all district meetings and events, and shall inform the State Secretary of any district officer changes. He/she will also prepare the Quarterly District Activity Summary to present to the State Secretary and State Treasurer at (or before) State Executive Council meetings.

The District Secretary shall also insure responsibility of the district letter for the state newsletter by writing it or by delegating the letter to someone else within the district. The district letter can be notes or minutes from the quarterly Executive Council meeting.

In addition to the duties listed previously, a District Secretary may at times be asked to do other jobs. Depending on the requirements of the District Coordinator, a District Secretary may be asked by their District Coordinator to prepare agendas, arrange travel plans, and other miscellaneous duties. Each district has the flexibility to handle these tasks as they see fit within their district as long as constitutional guidelines are maintained.

### **CURRENT STATE SECRETARY CONTACT INFORMATION:**

Cat Mohan, 1204 Chapel Ridge Road, Apex, North Carolina 27502-8502  
919-363-8662 e-mail: [catmo0905@nc.rr.com](mailto:catmo0905@nc.rr.com)

## YahooGroup Usage

Just a reminder and an FYI for the new folks on this site:

*The purpose of this list is to have an open forum for discussion about the business and activities of CBA/ABA TE of NC and to promote a more cohesive working relationship between these officers.*

Please keep the subjects and discussions CBA and/or motorcyclist rights related. If you want to respond to someone with a short message that does not benefit the other readers on the list such as thanking a person for a posting or just saying hello, then by all means please do so, but do it by sending the response directly to their email by clicking on the "Reply to sender" link in the email posting or the "Send email" link from the YahooGroup website. The main reason for this is because every time someone posts on the group, members' inbox receive an email which eats up mailbox space (and, some have complained, eats up personal time by opening and looking at the email).

There's a file in the Files section on the website named Yahoo Groups Tutorial. I created this tutorial as a background in speaking about how to navigate through the yahoo group site. If you'd like to take a look, drag it over to your desktop and take a look. If you'd like me to go through it with you, just let me know and we'll arrange a time when we can talk.

In the meantime, some pointers:

- If you want to view the group from the website (which I recommend as you will have access to more resources such as the Files section), and you have never been out on the Yahoo Groups, then you will need to set up an account here: [groups.yahoo.com](http://groups.yahoo.com).
- If you are not receiving the emails from the group, then most probably you are either not set up to receive the emails into your personal email account (some people prefer this) or your email security settings may be blocking emails from yahoo.
- Message Delivery - there are three ways to view postings
  - Individual Email - The option to choose if you want to get each group messages and special notices individually and immediately, as it is posted.
  - Daily Digest - The option to choose if you want to see all messages but limit the amount of email you receive. This is a compiled email of up to 25 messages and sent daily.
  - Web Only - The option where you don't get notified of postings via email. You would read messages only on the web.

I recommend the Daily Digest because it limits the amount of mail coming into personal email but at the same time it lets the user know when there is a post that day. You can update your option by going into the Edit Membership link off the website (#2 on that page). Also, I can update this option for you. Send me an email and I'll do it for you (this is a perfect example of when you should send someone an email directly; no one else cares what option you choose).

## Emails

I get a LOT of emails every day. If you are sending me an email that you have written - i.e., not one that is being forwarded by the groups site where the subject line will already be prepopulated, then please put CBA in the subject line to precede the rest of the subject text. Some examples:

- CBA - Chatham Quarterly Report
- CBA - Question Regarding Event This Weekend
- CBA - Update in Officer Information, Davidson

As a matter of fact, this might just be a good practice to adopt when sending messages to each other. It will take a while to remember - heck, I'll probably be the first to forget, but at least it will help with the email quagmire that some of us experience every day.

Feel free to post any questions or concerns that may benefit the rest of the group. If you want to contact me directly, then that's fine too.

Cat

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919 363 8662

## **Recording Meeting Minutes**

Minutes capture the essential information of a meeting – decisions and assigned actions. They keep attendees on track by reminding them of their role and clearly define what happened in a group session. Recording meeting minutes ensures that the decisions and actions resulting from a meeting aren't lost or forgotten. By taking the time to record proper meeting notes you'll make sure the time and effort that goes into a meeting isn't wasted.

Meeting minutes shouldn't be an exact recording of everything that happened during a session. Minutes are meant to record basic information such as the actions assigned and decisions made. Then, they can be saved and used for reference or background material for future meetings relating to the same topic.

### **Before the Meeting**

If you are recording the minutes, make sure you aren't a major participant in the meeting. You can't perform both tasks well.

Include the following information:

- ▶ Date and time of the meeting
- ▶ Title and/or purpose of the meeting
- ▶ The meeting lead or chair's name
- ▶ Assigned action items
- ▶ Decisions made

Decide how you want to record your notes: Pen and notepad, laptop or tape recorder. I don't recommend using a tape recorder alone as too often it's difficult to identify/hear voices or batteries give out.

### **During the Meeting**

As people enter the room, record attendee names. Ask the meeting lead to introduce you to meeting attendees you aren't familiar with. This will be helpful later when you are recording assigned tasks or decisions.

Don't try to record notes verbatim – it's not necessary. Minutes are meant to give an outline of what happened in the meeting, not a record of who said what. Focus on understanding what's being discussed and on recording what's been assigned or decided on.

Record action items and decisions as they happen. If you don't understand exactly what decision has been made or what action has been assigned, ask the meeting lead to clarify.

### **After the Meeting**

Review the notes and add additional comments, or clarify what you didn't understand right after the meeting. Do this while the information is fresh in everyone's mind. Type your notes – this will make the notes easier for everyone to read and use.

Some tips from the International Association of Administrative Professionals (IAAP):

- ▶ If using paper/pen, number the pages as you go so you aren't confused later. Remember, though, that the minute-taker is responsible for providing good flow. Don't force yourself to write the minutes in the actual chronological order of the discussion - it may not work.
- ▶ Focus on action items, not discussion. The purpose of minutes is to define decisions made and to record what actions are to be taken, by whom and when.
- ▶ Be objective. Write in the same tense throughout and avoid using people's names except for motions or seconds. This is a business document, not about who said what.
- ▶ Avoid inflammatory or personal observations. The fewer adjectives or adverbs you use, the better. Dull writing is the key to appropriate minutes.
- ▶ If you need to refer to other documents, attach them in an appendix or indicate where they may be found. Don't rewrite their intent or try to summarize them.

When you finish typing the minutes, ask the meeting lead to review the document for errors. Send the final copy of the minutes to attendees right away. Keep a copy of the notes for yourself in case someone wants to review them later.

## GOOD MEETING PRACTICE

*Is a meeting an effective way of achieving the objective?*

### 1- Before the meeting: Planning and Preparation

- Establish the main purpose
- Obtain key items and issues from participants
- Issue a clear itemized agenda with timings
- Ensure useful papers are distributed early
- Ensure only necessary and appropriate attendance
- Invite people to just the relevant part of the meeting
- Inform everyone of Who, When and Where
- Ensure participants understand the remit and their role
- Ensure meeting room and equipment facilities are suitable

### 2- During the meeting: Control and Recording

- Establish ground rules for the meeting
- Start on time and stay on schedule
- State the purpose and stick to it
- Keep discussion focused and relevant
- Encourage everyone to listen as an ally and contribute
- Encourage everyone to participate and reach agreement
- Summarize and note decisions and actions
- Do not leave the meeting unless absolutely necessary
- Review the meeting for improvements

### 3- After the meeting: Progress and Follow-up Actions

- Issue any minutes/notes/bullet points promptly
- Tackle actions and report their completion prior to next meeting
- Encourage and review progress

## SUCCESSFUL MEETINGS

*Successful meetings require planning and preparation. Giving attention to the following areas will help to improve the success of your meetings*

**PURPOSE** - Clarifying the purpose of your meetings is essential. Make sure both you and the participants know the purpose.

**PREPARATION** - Encourage everyone to contribute and become involved. Ask them to come to meetings with suggestions or recommendations etc...

**CULTURE** - Participate. Be positive, honest and aware of your responsibilities both as an individual and as a representative of your department / division. Help to solve problems and ensure your issues are real issues.

**OUTCOME** - Decide what will happen as a result of the meeting. Will there be actions, decisions, recommendations?

**FOCUS** - Keep the meeting focused on the purpose and the desired outcome.

**ATTITUDE** - You must have a positive attitude towards the meeting and other participants must be encouraged to adopt a positive approach.

**ADMINISTRATION** - When, where, who, etc...

**TIME** - Plan your time. Allocate it across the agenda items.

# Guidelines to Using Robert's Rules

## Duties of the Chairman

To acquire a working knowledge of parliamentary law and procedure and a thorough understanding of the Constitution, By-laws, and standing rules of the organization.

To preside and maintain order.

To explain and decide all questions of order.

To entertain only one main motion at a time and state all motions properly.

To permit none to debate motions before they are stated and seconded; to encourage debate and assign the floor to those properly entitled to it. (No member may speak twice on the same questions if there are others who wish to claim the floor.)

To stand while stating the question and taking the vote.

To remain seated while discussion is taking place or reports are being given.

To enforce the rules of decorum and discipline.

To talk no more than necessary when presiding.

To be absolutely fair and impartial.

To extend every courtesy to the opponents of a motion even though the motion is one that the presiding officer favors.

To perform such others duties as are prescribed in the bylaws.

The chairman should be careful to ABSTAIN from the appearance of partisanship, but he has the right to call another member to the chair while he addresses the assembly on a question.

Do not take part in debate while you are in the Chair. If you must speak, turn the chair over to the vice president. Do not return to the chair until the vote has been taken.

Do not allow members to deal in personalities while debating.

## Duties of the Members

To obtain the floor before speaking.

To stand when speaking and identify yourself before speaking.

To avoid speaking upon any matter until it is properly brought before the assembly by a motion.

To keep upon the question then pending.

To yield the floor to calls for order (also known as point of order),

To abstain from all personalities in debate.

To avoid disturbing, in any way, speakers of the assembly.

## Rights of the Members

To offer any motion that is germane to the organization.

To explain or discuss that motion, or any matter properly before the meeting.

To call to order, if necessary. (A point of order can interrupt a speaker. It is raised to ensure orderly procedures, particularly when there is a breach of violation of rules or bylaws, or when a member is not speaking on the motion before the assembly).

To hold the floor, when legally obtained, until through speaking.

It is also the right of every member, who notices a breach of a rule, to insist upon its enforcement.

*It is highly recommended that each chapter obtain a copy of "Robert's Rules of Order" so that all officers understand and use the information contained therein.*