

Local Secretary

Being appointed or elected to the position of Local Secretary is a recognition of your loyalty to the organization. This shows a respect for your capabilities to organize efficiently and manage details within a constant flow of information. This position also recognizes your integrity and trustworthiness.

The Local Secretary oversees and executes all administrative duties of the Local Organization. This person serves as organizer and communicator for the Board of Directors and membership as a whole. Though the role may seem simple, every step is crucial to the smooth day-to-day operations of the organization.

ASSISTING MEETING PREPARATION

The Local Secretary facilitates effective and efficient meetings, along with the Local President. Good meetings encourage membership involvement and the basis for the organization of all local decisions, action and initiatives. Make sure you are very familiar with meeting procedure and the Local Organization Constitution. Ensure the following steps are followed for each meeting:

- 1. Meeting time and date**

The planning of any meeting starts at the end of the previous meeting. Ensure that the time, date, location and focus of the next meeting are confirmed at that time.
- 2. Prepare agenda**

Work closely with the Local President to prepare the agenda well in advance. Be available to all the members and the Board of Directors so they can contact you with agenda items. Post the agenda on the website for members to view well in advance so they can prepare for relevant items.
- 3. Meeting notifications**

Work with those in charge of internal and external communications to send out meeting reminders to all members, potential members and/or relevant community stakeholders. Include the time, date, location, directions, agenda and any other logistic information necessary for them to arrive prepared and on time.
- 4. Check the venue**

Before the day of the meeting, confirm all logistic details with the venue, including time, room capacity, room setup, technical requirements, Internet availability and/or refreshments.
- 5. Prepare documents and venue**

Print any agendas, fliers, sign-up sheets or other documents that might be needed at the meeting. Arrive at least 30 minutes prior to the start of the meeting to check that the tables and chairs are set up properly, as well as any audio-visual equipment and refreshments.
- 6. Take minutes**

At the meeting, sit near the person who is chairing the meeting so you can clearly hear all motions and all main points. Record all decisions made at the meeting and any other points stated for the record.
- 7. Clean-up**

After the meeting, make sure you assist the host in leaving the room as clean as you found it. Take any stray papers or items that remain after attendees have left. This is important to leave a positive impression of your Local Organization to the host venue.
- 8. Send minutes**

Within a few days, work with those in charge of communications to send out meeting minutes to all attendees, members and stakeholders interested in the topics discussed. These minutes should include the time, date and location of the next meeting.

ASSISTING THE BOARD OF DIRECTORS

The other main duty of the Local Secretary is to act as a liaison between the membership and the board of directors. The Secretary organizes all records of the Local Organization, making them a key source of information.

Duties include:

- **Keep records**

Organize all agendas and minutes from past meetings so they are easily accessible for reference. This may seem nonessential, however when questions arise about official decisions, or an outside

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- entity asks to access the records, these documents become crucial. Also, keep an archive of photos from every event throughout the year. Contact the person responsible after each major event to request a copy of the photos for the archive. This will also serve as a backup for this very important evidence of the impact you create in the community.
- **Manage the Local Organization calendar**
As a center of organization and communication, you are well-placed to ensure there are no scheduling conflicts between projects, meetings and events within the organization. Keep in contact with all committee chairpersons, Vice Presidents and work with those in charge of the website to keep it up-to-date with the time and date of all scheduled activities.
- **Assist with Local Organization communications**
Be sure to work with those in charge of communications to send out reminder e-mails and notifications prior to big events and meetings. Depending on the size of your organization, you may need to take the lead on internal and/or external communications, including sending membership newsletters, writing and sending press releases or
 - designing fliers.
 - **Provide administrative support**
Be available to the entire Board of Directors, especially the Vice Presidents, to assist with preparing and printing documents. This could include certificates, packets of information, fliers and proposals. The Local Secretary should use clear and concise writing skills with correct grammar to help prepare letters and thank-you notes. Look for opportunities to send notes of courtesy or other correspondence, as this will build a positive reputation for the organization and reinforce the relationship with stakeholders.
 - **Prepare annual report**
Work with the Board of Directors at the end of the year to compile a record of all initiatives and accomplishments from the past year. This is when your accurate records will be important to documenting the year. Refer to the archive of photos you have gathered to produce an engaging visual report for your stakeholders. Make it available to all members. Work with the Vice President(s) for External Affairs to determine which external stakeholders should receive a copy.