

## Secretary's Quick Start Guide & Pointers

### Important Dates:

Quarterly	Hold New Member Orientations
March 31	Spring dues deadline for reporting members to Women's Council National so members can remain in "Active Status".
August 31	Fall dues deadline for reporting members to Women's Council National for Network compliance.
November 1	Deadline to report newly elected officers to National via local network reporting form.
December 31	Deadline to submit mandatory annual reports "online" to Women's Council National



### Secretarial Duties:

- The Secretary takes the minutes of each Network meeting and each Governing Board meeting. When writing the minutes, they are to record what was done, not what was said (e.g. "After discussion, the motion was approved.")
- Original copies of all minutes should be kept in a permanent Network minute book or shared online storage (Dropbox, Google Docs, etc.) and one copy of each shall be sent to the Network President, President-Elect, and the Network's State District Vice President or Governor.
- The Secretary is responsible for notifying the National Women's Council office of the names and addresses of newly elected Network Officers of the Network as soon as elected, but no later than November 1. Failure to timely report officers is grounds for disbanding the Network.
- **Minutes** general information always to be included:
  - Name of Network Project Team that is meeting (in caps), whether regular or special meeting.
  - Date, hour and place of meeting.
  - Name of presiding Officer or Chairman.
  - Roll call, plus statement of number of members present to constitute a quorum (provided it does).
  - Pledge of Allegiance and Inspiration.
  - Introduction of new members, if any.
  - Approval of minutes of last meeting "as mailed or emailed" or "as posted" (shared online storage). The National Women's Council no longer recommends reading the minutes aloud; this is not a good use of the members' time. Approval is by majority vote.

- Treasurer's report should be accepted and placed on file or in shared online storage.
- Reports.
- Unfinished business.
- New business.
- Election, if any.
- Next meeting: time and place.
- Adjournment and time.
- Keep all copies of Business Plans/Project Team Reports and submit for approval by the local Women's Council Board.
- Be the keeper of the records.
- Notifies board members, as requested, to remind members of upcoming meetings, events, etc.
- Assist the President in determining the quorum for the meeting and maintain a roll call record.
- Prepares a draft of the minutes for each meeting within five days after the meeting and forwards to President for approval and distribution to the Network members.
- Act as corresponding secretary, reading communications at meetings and writing "thank you" notes, etc.
- Advocate for Women's Council positions.
- Review and become familiar with Bylaws and Standing Rules.
- Upload all permanent Network minutes to Local Network online storage database.

## Secretarial Pointers:

- *Precise and authentic minutes*
  - *Governing Board*
  - *Business Resource*
  - *Election meetings*
- *Record what was DONE and not what was said.*
  - *No essay or newspaper article styles*
  - *Simple, no fluff*
  - *Comprehensive, brief and accurate*
- *Type minutes ASAP*
  - *Email or post to shared online storage to Governing Board Members*
- *Maintain a permanent Network Minutes Book*
- *Handling of MOTIONS*
  - *Motions should be made in writing*
  - *Record as adopted*
  - *Name of maker only; no seconds*
  - *Report action or disposition of every motion*
  - *Maintain separate list of motions in addition to the minute*
  - *Follow Roberts Rules of Order*



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- Approved Minutes
  - ✓ Minutes should NOT be rewritten after they have been presented and approved
  - ✓ Mark corrections in **RED**
  - ✓ Sign and place in Secretary's book along with the Officer and Project Team Reports and monthly financial report
  - ✓ Email to State Secretary who will upload to shared online storage
  - ✓ State Secretary will maintain chart of submissions to be shared with all State Officers and Local Network Presidents
- Receives incoming correspondence and disburses as necessary
- Sends outgoing correspondence
- Provides the name and contact information for newly elected Network Officers to State no later than September 1st and to National no later than November 1<sup>st</sup>
- Maintains the charter and other important Network documents
- Attends as many District, State and National Meetings of Women's Council as possible.
- Attends educational sessions when traveling on behalf of the Network and reports back to the Governing Board at the next meeting
- Serves as a liaison to the Project Team(s) listed in the Network Standing Rules
- Any duties requested by the Governing Board and/or the President
- Follow to Robert's Rules of Order

## Resources:

Women's Council California website	<a href="http://www.wcrca.org">www.wcrca.org</a>
Women's Council National website	<a href="http://www.wcr.org">www.wcr.org</a>
Women's Council National, Facebook	<a href="http://www.facebook.com/wcrfans">www.facebook.com/wcrfans</a>
Women's Council California, Facebook	<a href="http://www.facebook.com/wcrca">www.facebook.com/wcrca</a>
Quarterly Newsletters	Electronic communications From Women's Council California and National
Network Bylaws	President to always have an updated copy available for reference or in shared online storage
Resource Guide	LPPM: Leadership Policy and Procedure Manual. Women's Council Officers can download a copy from <a href="http://wcr.org">wcr.org</a>
Network Standing Rules	All officers can obtain from President or shared online storage (Dropbox, Google Docs, etc.)

## Women's Council Events & Networking Opportunities 2017

- ◆ October-December 2016 Local Network Retreats (*held by Local Officers & Incoming and Outgoing DVP's and Governors*)
- ◆ January 23-24 Women's Council Winter Conference, Indian Wells, CA
- ◆ January 25-28 C.A.R. Winter Conference, Indian Wells, CA
- ◆ May 1-2 Women's Council Spring Conference, Sacramento CA
- ◆ May 3-6 C.A.R. Meetings and Legislative Day
- ◆ May 15-20 NAR REALTOR® Party Convention, Washington DC
- ◆ May 18-20 Women's Council National REALTOR® Party Convention, Washington DC
- ◆ August 4-6 Women's Council Leadership Academy, Chicago IL (2017 President Elect only)
- ◆ August 14-16 Leadership Team Transition
- ◆ Sept/Oct TBD 2018 Women's Council California State Officer Leadership Orientation, TBD California
- ◆ October 8 Women's Council California Strategic Planning, San Diego CA
- ◆ October 8-10 Women's Council California Fall New Local Officer Orientation Meeting, San Diego CA
- ◆ October 11-14 C.A.R. Annual Conference & Expo, October 9-10, San Diego CA
- ◆ November 1-6 Women's Council/ NAR National Annual Conference & Expo, Chicago IL

