

# Chapter Secretary

## **Duty #1:**

***Be fully informed on the chapter secretary's responsibilities.***

***Without the record of the scribe, there is no history.***

## **Secretary's Responsibilities**

**A** chapter secretary provides continuity to chapter activities through the recording, distribution and filing of minutes, reports of chapter and committee meetings and exchange of correspondence. You should be familiar with all activities of the chapter and committees. Basic responsibilities are to:

- ★ Attend all chapter and executive committee meetings;
- ★ Record the minutes of each meeting;
- ★ Notify appropriate officers and members of scheduled meetings;
- ★ Maintain a roster of chapter officers and members;
- ★ Handle all chapter correspondence that is not the exclusive duty of another officer;
- ★ Furnish reports and documents to federation and national officers as required;
- ★ Maintain chapter files and preserve all permanent official documents, and
- ★ Order all supplies necessary for chapter operation.

## **Materials needed**

- ★ Chapter and federation constitution and bylaws
- ★ National articles of incorporation and bylaws
- ★ Chapter and Field Officers Manual, F-10
- ★ Chronological files of Retirement Life magazine, the Monthly Bulletin and other publications from national and federation levels that contain information applicable to chapter secretary responsibilities
- ★ A supply of printed supply requisition forms (F-18), listing all forms and manuals available from the National Office

## **Duty #2:**

***Maintain organizational requirements***

***Successful organization is the key to success.***

**M**ost of the organization's ministerial functions fall on the secretary's shoulders. The following actions are required to carry out the functions effectively.

- ★ Arrive at the meeting place well before the meeting begins. In the absence of the president and vice-president(s), call the meeting to order and ask the membership to elect a temporary chairman to conduct the meeting.
- ★ Determine that a quorum is present at the meeting. If one is not, no binding business can be conducted.

## Duties & Responsibilities: Chapter Secretary

- ★ Record accurate minutes of the meetings.
- ★ Maintain an accurate membership roster with addresses and telephone numbers. Obtain the names of new and/or lapsed members from the treasurer and membership chair.
- ★ Keep the appropriate officers and telephone committees advised of new members.
- ★ Prepare and maintain a list of committee appointments, and give the chair of each committee a list of the committee members and a description of the committee and its functions.
- ★ Maintain copies of the constitution and bylaws of the chapter and federation, plus the national articles of incorporation and bylaws.
- ★ Maintain copies of correspondence, minutes of meetings, reports and other papers of historical value as part of the permanent records of the chapter. This material should be turned over to the successor when there is a change of secretaries.
- ★ Immediately after the election of chapter officers, prepare an F-7, Chapter Officer Roster, listing the name, membership number, address, ZIP code and telephone number with area code for all elected officers. As soon as feasible, the same information should be included covering the legislative, membership chair, public relations and other appointed officers.
  - Send one copy each to the National Office, the federation president and the federation secretary as soon as possible.
  - Any additions, deletions, or changes in names or information from the original submission should be reported as soon as possible on another F-7.
- ★ During the month of January, send a listing of all members lost by death during the previous calendar year to the federation secretary or to the

federation membership chair. Social members also may be included in the list. These will be needed for the memorial services at the federation convention and may be printed in the convention program book or handout.

- ★ Coordinate submission of any material, including chapter resolutions, required from chapters for the conduct of business at the federation convention. Timely submission is important so that convention committees can process the material, distribute it and/or include it in the convention booklet.
- ★ Records retention material of obvious temporary value may be purged from the secretary's correspondence file after two years unless otherwise indicated by chapter guidelines.
- ★ The secretary should work closely with the chapter treasurer to ensure the accuracy of records and reports.

### ***Duty #3:***

#### ***Keep the record in the form of minutes***

***History can only be recalled accurately if it is written down.***

**T**he secretary is responsible for the minutes of chapter meetings, executive committee meetings and such others as may be designated by the chapter leadership. The following are important guidelines for the task:

- ★ Record what is done, not what is said. Do not include opinions or editorial remarks – either your own or others.
- ★ Summarize speeches given at the meeting without comment.
- ★ End the minutes by signing your name. The phrase “respectfully submitted” is not needed.

## Duties & Responsibilities: Chapter Secretary

- ★ Minutes should be typed or legibly written in permanent ink, but never in pencil.
- ★ Have the minutes of the previous meeting available for approval at the meeting.
- ★ Note the date the minutes were read, approved and/or corrected.
- ★ Record the names of the members who make motions; names of the seconds are not necessary.
- ★ Prepare an original and one copy of the minutes of the meeting: one for the secretary's file and the original for the permanent file. If the president wants a copy, an extra should be prepared.
- ★ Ensure that the files of chapter minutes are securely protected and maintained. They are the official records. When a vote is taken by ballot or show of hands, record the result of the vote — whether passed or defeated. The number of votes on each side should be recorded only on “sticky” issues.

### **Duty #4:**

***Work closely with other chapter officers.***

***Cooperation among officers is an essential element of a smooth-running chapter.***

A good secretary works closely with the chapter president in preparing the agenda for meetings, discussing items to be covered and determining how they will be handled. Similar cooperation is required with the executive committee, chapter members, federation and national officers in answering correspondence and performing other duties as assigned.

### **Duty #5:**

***Maintain important chapter records and forms.***

***Attending to the proper forms at the chapter level facilitates and improves record keeping throughout NARFE.***

Chapter continuity is dependent upon complete, valid records. They are the property of the chapter, for use by officers and members and must be passed from one administration to the next.

Chapter records should include:

- ★ The chapter charter, its constitution and bylaws. All documents comprising the application for a chapter charter (F-19) should be retained also and passed along on a permanent basis
- ★ Convention Resolution Forms: Instructions on the back of the form should be followed when submitting resolutions for national conventions
- ★ Annual audit reports of chapter financial records
- ★ Chapter ZIP code assignments and changes
- ★ Record of deceased members, unless this information is kept by the treasurer or the membership chair
- ★ Record of chapter property: flag, gavel, computer, public address system, furniture, banner, etc.

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