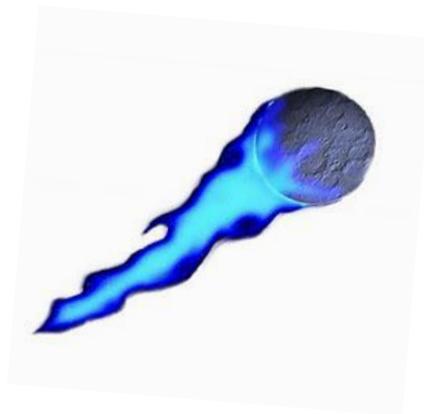


ZONTA INTERNATIONAL

DISTRICT 4

# CLUB SECRETARY'S GUIDE

May 2020



Creating  
Opportunities  
Motivating  
Empowering  
Tomorrow's  
Zontians

*Transitions, Changes & New Opportunities  
Accomplished through Teamwork*

## DISTRICT 4 SECRETARY GUIDE

Congratulations on your election as Secretary of your Zonta Club. Thank you for taking a leadership role in Zonta! Your role and responsibilities are important for the growth and success of your club and District 4.

The Secretary Guide was developed to aid you in your transition by highlighting the resources available to you.

There is a wealth of information to help you and I encourage you to use the resources available to you.

If you have any questions, your Area Director and ZI District Board are here to assist.

Enjoy your time as Secretary. It is a very important role in your club!

May we empower women together.

Janice Durmis, ZI District 4 Governor & ZI District 4 Board

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## The Secretary's Most Important Tasks

- Attend Club Meetings and take accurate factual notes.
- Attend the Board Meetings and take accurate factual notes.
- Send the Club President your notes to approve before emailing to club members and posting on a protected area of your website if you have one.

## Other Important Responsibilities

- After the President approves your minutes, send the Board minutes to all Board Members and the Club Minutes to all Club Members.
- Set a goal for getting minutes to members in seven days.

**Note:** Some clubs share both Board and Club Minutes with all their members. Some clubs post the minutes on a secure file or page on their website and let club members know when they are posted.

## Bring the Following to Meetings

- Bring hard copies of the minutes for the past year. Similarly, maintained in a binder and passed to you from the previous secretary.
  - Alternately, have copies of minutes stored on an external device and saved to your electronic device, ensuring availability to club members upon request.
- Make sure the Club Historian has a copy of all old minutes before your secretary's copies are destroyed.
- This notebook should include the last meeting's minutes. Following the club or board meeting, you should note any changes to the minutes and send out the revised minutes. Be sure to include the revised minutes in your secretary's book.

## Best Practice Suggestions

- Some clubs keep proceedings of Club Board meetings privileged to the club board but provide a summary report on club board actions to the club members.
- Maintain the following files in a three-ring binder.
  - Minutes of meetings
  - Conflict of Interest signing forms & retains completed forms
  - Motion book & prepared motion sheets
  - Policy Book
  - Area Director's and Governor's Newsletters
  - District Committee Updates
  - Zonta International Updates
  - Most recent copy of Roberts Rules
- Report to the Club President/Board as required and before leaving office, brief the incoming secretary of her responsibilities and give your binder to the incoming secretary with the above items.
- If minutes are stored electronically, information can be passed to the next secretary on a jump drive with hard copies to club historian.
- Bring updated membership, officer and committee lists and paper for ballot votes to all meetings.
- Keep a record of all members' attendance at meetings, if applicable.
- Conduct club correspondence. Include communications requested by officers and committee chairs and letters of thanks to guest speakers.
- Ensure the Governor, Lt. Governor and your Area Director receive the club's newsletter if your PR Chair does not do.
- Include the club number on all correspondence with ZI Headquarters.
- Handle the club's email and snail mailbox (unless assigned to another member) to ensure timely response to all email inquiries or information provided by ZI Headquarters.
- Standardized report form for committees. (Template in appendices.)
- Use of consent agenda. (Template included in appendices.)
- Use of a Motion Book (Template included in appendices.)

## Club Minutes

- All club board and general meeting minutes should be kept securely.
- Committee minutes are also important, as are annual reports, membership lists and financial records. Copies of these records should be sent to the Club Historian throughout the year.
- Files of significant activities, scrapbooks, photographs, newsletters, brochures and any other publications of the club should be kept for the information they contain and the activities they illustrate. Copies of these records should be maintained by the Secretary, who should send copies to the Club Historian throughout the year.
- Non-archival records should be destroyed after a specified time as they clutter the collection and waste valuable storage space.

## Minutes Should Include

- The type of meeting, date, time, and place.
- The name of the club and number or committee.
- The names of the presiding officer and the secretary or the names of any substitute.
- That a quorum was present.
- Conflict of Interest reported.
- The previous minutes were approved or approved with corrections.
- Reports presented, include the name of the presenter, any action taken and a reference to a file where the report may be found.
- The name of the mover of each main motion and the exact text of each main motion. The names of seconders are not included in the minutes.
- Notices of motions to be introduced at future meetings.
- Points of order and any rulings that set precedents for future meetings.
- The time of adjournment/closure.
- The signature of the secretary.

## Records Retention and Disposal Schedule

- The records of a club should be retained or disposed of according to a records retention schedule identified in your club's bylaws.

## Tips and Techniques

- Type your minutes immediately after the meeting. It's best to do this while the events are still fresh in your mind. It's also important that participants get a copy of their action items as soon as possible after the meeting.
- Make note of concerns and accomplishments discussed in the meeting.
- Make sure you have correct name spellings, contact email, addresses and telephone numbers of attendees.
- Write things in the order they happen. Do not group discussions.
- Minutes are VERY important. They are saved and might be referred to for years to come.
- Even though you are taking notes, you may still participate in the debates.
- Don't be afraid to interrupt and ask for clarification at any time.
- It is a good idea to sit as close as possible to the chair of the meeting. This will allow you to hear everything and to ask for clarification without having to raise your voice.
- Consider using a laptop. This will help you record the minutes in a timely and accurate fashion.
- Read certain parts of Robert's Rules of Order, in particular the section on being a secretary.
- Ask members to write down their motions. This will save you the hardship of trying to paraphrase someone else's ideas.
- Keep the minutes filed in a safe place.
- Don't put too much detail in the minutes. Only pertinent factual information is necessary.

Additional information is available in the Zonta Club Manual [www.zonta.org](http://www.zonta.org) and District 4 website at [www.zontadistrict4.org](http://www.zontadistrict4.org).

## Appendices

Zonta Club Manual (Websites: [Zonta International](#) & [District 4](#)) (ZI Nov. 2017)

[Conflict of Interest Policy](#) (ZI Nov 2017)

[Conflict of Interest Declaration](#) Form (ZI)

[Motion Book Template](#) (D4 May 2020)

[Consent Agenda Template](#) (D4 Apr 2020)

[Committee Report Form Template](#) (D4 May 2020)

[Minutes Form Example](#) (D4 May 2020)