

The Catholic Women's League of Canada
Edmonton Diocesan Council
COMMUNIQUE
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TIPS FOR THE POSITION OF SECRETARY

Having a checklist keeps one organized. Here is a checklist of some items that might be needed at a Council Meeting:

- The Agenda for the meeting
- Do you need to bring extra copies of the agenda to pass out to members
- Paper to write on - taking minutes
- A pen or pencil (eraser)
- Is there a roll call - a list of names of the members is needed
- Last months minutes - as they need to be approved and signed by the secretary and president
- Do you need to bring extra copies of the last minutes to pass out to members
- A binder is good to have to keep agenda, minutes and correspondence together - in date order
- Dividers for the binder - to keep your roll call, roster, etc. in a separate part of your binder
- Do members sign in - have sign in sheets need to be prepared and available for all meetings
- Do you have mail outs - then the envelopes and labels will need to be made up
- Do you have email fan outs - email addresses will need to be inputted into your computer
- Are there forms to be filled out by the secretary - then copies of these should be handy
- Motion Book needs to be updated and brought to each meeting
- Secretary's meeting report

Agenda and Meeting Minutes

- Agenda for secretary
- Agenda for council members
- Agenda with blank spaces to fill in the information at the meeting (this makes up your minutes)
- Your minutes will mirror what the agenda looks like - there will be exceptions as sometimes there are additions or deletions to the agenda which you have to make amends for. So make sure that there is enough room under some of the topics to write something.
- Executive reports need to be handed in to the secretary
- You do not need to write any of the reports down at the meeting as the Executive will give you their reports and you take it home and just highlight what was said - you do not have to write down word for word from their report
- So and so talked about such and such and the event is on such and such date
- Type up or write up your minutes as soon as you can and should be sent to your president and executive to look over - but if not then at least have your minutes typed up or written up and ready for the next meeting
- Ensure that all members - even if they do not attend the meeting receive a copy of the minutes so that they know what is happening in your council.
- Sticky notes are always handy to have.

I hope that this helps you in your position as secretary. Do not hesitate to contact your Diocesan Secretary if you are unsure of what is required of you. Good luck!