Rotary Club of Oak Bay

Preferred Practice

For

The Board Secretary

An important note for the users

The attached Preferred Practices are written to enhance, and in some respects to standardize, various key activities in our club. They should be treated and used more as guidelines than as a rigid set of rules and regulations. In no way should independent thought and initiative be curbed as a result of adopting the Preferred Practices.

Please remember that Preferred Practices stem from our Club's combined experience in organizing activities efficiently and smoothly. If there is a doubt that a particular Preferred Practice is impractical, or it is non-functional due to a particular set of circumstances, please bring it to the attention of the person responsible for Knowledge Management or the Club President or any Board Member.

It is emphasized that this document merely gives guidelines to the Board Committee Chairs and other Rotarians, and neither the Rotary Club of Oak Bay nor the persons who have written this document will be held liable in any event.

Rotary Club of Oak Bay
Preferred Practices for the Board Secretary

KEY FUNCTION

To ensure that there is a set of guidelines and consistent procedures for the Board Secretary.

AIM OF THIS DOCUMENT

1. To provide terms of reference for the Board Secretary, Rotary Club of Oak Bay, to be used in conjunction with Rotary International's ***Club Secretary's Manual***: http://www.rotary.org/RIdocuments/en_pdf/229en.pdf

PREFERRED PRACTICE

Role of the Board Secretary before Meeting:

1. Discuss with the President how to make the meeting more effective.
2. Prepare agenda in consultation with the President.
3. Email Meeting Notice, Agenda, and previous Minutes to Executive and Directors one week prior to meeting.
4. Prepare printed Agenda and one copy of the Minutes of the previous meeting (to be given to President after meeting to keep in three-ring binder).
5. Have any pertinent information (attendance figures, etc.) ready if needed.

Role of Board Secretary during the Meeting

1. Recording the Minutes is the most important responsibility of the Secretary during the meeting, whether by voice recorder or by taking notes. If a recorder is used, notes should be taken also; the recorder should be used as a review reference source.
2. Present the Minutes of the previous meeting and refer to the follow-up action taken on each item.

Role of Board Secretary after the Meeting

1. The Secretary should help the treasurer to pay bills, help the President to send thank you notes, prepare correspondence arising from the meeting, etc.
2. The Minutes should be prepared within a couple of days after the meeting, while still fresh in the memory.
3. Send a copy to the President for corrections and or alterations.
4. Once approved by the President, prepare a plan of action and follow-up notes depending upon the decisions reached at the meeting.
5. Email persons responsible for carrying out the plans and projects discussed during the meeting.

Minutes of the Meeting

Meeting minutes are for future readers as much as they are for the people present. Written information must be clear to people coming into the process at a later time.

1. Make a note of who is present.
2. Use the Agenda as an outline for the minutes.
3. Details do not belong in meeting minutes. Write down or type any motions and decisions made and the key findings of any committee reports.
4. Use bulleted points to make the minutes easier to read. Each bulleted statement should represent a different finding, discussion, or decision. Use nested bullets (bulleted statements within a bullet) if appropriate.
5. Make a note of issues that were tabled until future meetings; this will serve as an important reminder to the board of things that still need to be done.
6. Before meeting Minutes are submitted to the President for review, they must be proofread for typos and omissions.

Sample template for the Minutes of the Meeting:

The following steps will assist the secretary when writing the minutes of a meeting:

1. Title: Rotary Club of Oak Bay
   Board Meeting Minutes: Month, Day, Year
   Time and location
2. Present: Name Board members in attendance.
3. Absent: Name absent Board members. This category could be subdivided into people with and without proxies present, or those who sent apologies.
4. Others Present: List any club members, guests etc. here
5. Proceedings:
   a. Meeting called to order at (time) by (person, usually president)
   b. Minutes from (prior meeting date) amended and approved.
   c. Business arising from the Minutes
   d. Officers' Reports
   e. Directors' / Committee Reports – (record highlights only of information presented and discussions held)
   f. Action taken. For example: MOTION to (do action); seconded and passed.
   g. Meeting adjourned at (time)
   h. Any Other Business:
      This is the place to remind the Directors of:
      i. conversations that were tabled until next time
      ii. possible agendas for upcoming meetings
      iii. assignments that board members have taken on
6. Minutes written and submitted by (name)
7. Minutes should be kept by the President, chronologically, in a three-ring binder and archived annually. The binder should be brought to all meetings.

A Template for the Meeting Agenda

A well-prepared meeting agenda will serve as a guide to participants, making the meeting more efficient and productive.

1. The body of the agenda lists the actual items to be covered during the meeting. When possible, use actionable words such as *approve, discuss, adopt, announce* to let participants know what is expected. If useful (to put an end to meetings that run over time) at the end of each item suggest an amount of time allotted. Generally the agenda will include the following items:
2. Welcome/Introductions/Sign in.
3. Approve/amend/adopt previous Minutes
4. Topics at hand and Directors' Reports. This will take up the bulk of the meeting. Use wording like "Review annual budget" or "Report from Finance Committee".
5. Announcements – arbitrary where placed. This is often kept to the end of the meeting under any other business, but because new information can sometimes change the focus of a meeting, it may be useful to have announcements early on. This also prevents the meeting taking tangents as new items are brought up incidentally throughout the meeting.

This Preferred Practice is compiled by:
Rotarians: Tricia Timmermans, Lynne Murray, Leslie Rogers-Warnock

Date First Written: October 2010
Approved by the Board of Rotary Club of Oak Bay on: October 19, 2010

Revised By:
Date: