



The Secretary

Your job as Secretary: As Secretary, your job is to keep accurate records of the organization. Your duties are to attend, if possible, every meeting of the Branch and Executive committee, and to keep a careful and impartial record of the business transacted. If unable to be present, you will send the Minute book, correspondence and all other papers pertaining to the business to be discussed, to the place of the meeting in order that a Secretary pro-tem may carry on in your absence. You should have the following items: flag, Minute book, attendance list, and Women's Institute Handbook.

If both the President and the Vice President should be absent at any meeting, the Secretary calls the meeting to order, and the Chair for the meeting is appointed from the Members present.

When a new Secretary is appointed; the out-going Secretary turns over the books and related material to the new Secretary within two weeks of her appointment.



As Secretary, you:

Before the meeting

- Collect all of the correspondence.
- Assist the President with the agenda, which would include a list of items arising from the Minutes, reports of committees, announcements, and correspondence.
- Notify Members of the place and date of meetings and other necessary information regarding those meetings. (optional – Your branch may have a Phone committee to take care of this.)
- Perform such other duties as may be required of you by the President.

During the meeting

- Sit with the president.
- Keep an accurate record of proceedings from business and executive meetings. (Record any officers elected, committees appointed, and other business brought before the branch.)
- Keep branch attendance records.
- Read Minutes of last meeting. Make corrections, if any.
- Make sure you sign and have the President sign the Minutes of the last meeting.
- Read correspondence.
- Write correspondence for the Branch as needed.
- Send a Branch monthly report of each meeting to the WI office immediately after the meeting.
- Distribute literature addressed to you.
- As Secretary, you may move or second a Motion, if you so wish.