

District 16B Secretary

Duties & Responsibilities

Overall, this is probably the simplest District service position you can have, but it entails a lot of intermittent communication. I created this document as a “running document” as I am sure this position will change with each DCM you serve with. I am confident there are better ways of executing this position, so take that into account and mold this outline to what fits you. I had a great secretary who came before me and she really helped walk me through this; I hope you have the same!

First things first is communication...

I received an organized list of member email addresses for those who would like to receive the minutes from the previous secretary. I put all the emails into an excel document which could easily be cut-and-pasted into an outgoing email. I also received the minutes template which is posted in the dropbox. That’s really all you need to get started. Like I said, mold these to what makes you conduct this service position with the most ease and efficiency. You are the trusted servant!

As for meeting minutes...

Before we get started at District, I immediately open the template and save the template under a new file name with the current date. Just “Save As” >> “Date”. That leaves the template alone and creates an additional document which I use to take the notes in.

Next, I begin filling in the treasurer’s report numbers at the top so I don’t have to struggle to keep up as they are read aloud. It’s a way to cheat ahead to stay on top of things...

Once we move into the DCM report, I begin typing as much as I can, as quickly as I can. The key is to get the main ideas; it’s not possible to get everything typed verbatim and to be honest, they won’t read it if it goes too long. I do the same for the remainder of the document all the way to the bottom. The most difficult thing I have is making sure I have all the “seconds” on motions; mostly motions to accept the treasurer’s report, minutes, etc. If you don’t know someone’s name (or last initial), ask your DCM. He or she likely knows it. Or cheat and look at the sign in sheet... if you got the first name, hopefully the member signed in with at least his or her last initial. Check with committee meeting dates and times on athensaa.org >> events.

As for motions within “new business”, I make sure to type the motion verbatim as it is stated. I have had to ask on multiple occasions for the proposer to restate the motion just to be sure I understand it correctly. Don’t be afraid to interrupt him or her! They often move directly into discussion on the motion before being clear about what exactly he or she is proposing. You asking for clarification will probably help members understand the motion too! Then, just as the previous section, the main goal is to get the big ideas stated within the motion’s discussion. I don’t care about the grammar or spelling at this point, because the discussion often ensues quickly. After the meeting, I go over everything to make sure it is readable. We have to type quickly to stay with the discussion, so I have found it requires me to go back over the document and make sure it is grammatically correct. I don’t spend time doing that during the meeting because I’m just not good enough to worry about that while having the ability to get everything in the minutes. Don’t forget to SAVE THE DOCUMENT when the meeting is over. I typically hit save again right after I input the 7th Traditions money at the end of the document. Do the best you can – they chose you for a reason, and all you can do is all you can do. If there is anything important that was left out of the minutes, I can assure you a member or two will email you directly or point it out at the following District. Not a big deal; just make the correction and move forward. I rarely follow-up with the entire district for these corrections because they are typically minor details.

The email list...

I do not double check the email list each District. Members often fill out the sign-in roster at the front of the meeting which requests their emails with the belief that you will go through each name to cross check with your email list. If you want to do that, feel free to! I did not; I simply made an occasional announcement that if members are not receiving minutes, please see me after the meeting to add their contact information. That has worked well for me. The issue is that the sign-in roster goes home with the DCM, and I found I did not have time to go over it too closely during District.

Sending the Minutes....

Some members have the expectation that you will send the minutes immediately after the meeting concludes. Those members have been severely disappointed with me.... I take my time to make sure it is accurate, and sometimes that requires me to make edits and corrections a few days after the conclusion of our District meeting. Don't let their impatience bother you! If they have a problem with when they are receiving the minutes, they can easily take notes during district! I found it was only a couple of members who had an issue with my timing, and most were very happy to receive them within a few days of the meeting.

With that being said, my method for sending minutes out is probably not the most efficient, but it works for me. I type a brief 4-6 sentence paragraph about a couple key highlights in the minutes. Then, I attach the pdf version of the word document. (To save the word document as a pdf, simply go to File>Save As> change "Word Document" to "PDF" and click save. It's a dropdown tab; you'll see it). Simply attach that file to the email. After that, I attach any other supporting documents. Support documents are typically event fliers. Then I look over everything and go to add the email addresses. Sticking with anonymity, I always BCC the minutes out. Just select "BCC" which is often an option near the "To" selection. It opens a new fill-in section on Gmail. I go back to the Excel document and copy and paste the email addresses into the BCC box. With Gmail, you have to separate each email address with a semicolon ;. I just input all the email addresses into the excel document with an ending semicolon so I don't have to do this every time. Hit send and you are done! I would also schedule an email to be sent from Gmail to the same email list to be sent the week of the *next* District Meeting. I would just compose a new email saying "Friendly reminder that District is this Sunday at 3:30pm." But, instead of clicking send, there is a down arrow to the right of the send button... click that arrow and a "Schedule Send" option should pop up. Select what date and time you want it to go out, and hit schedule send! The goal with that is to encourage as many GSRs to show up as possible, and we all have busy lives so the reminder could be helpful. Also, don't forget to upload the minutes pdf to the dropbox!

One last thing... send the pdf documents to the Area so they can post them to the website. I often just do this every few months, but you may be better than I am. The email addresses are: districtminutes@aageorgia.org and secretary@aageorgia.org

That's it! Like I said earlier, the District selected you for a reason. You will do great! And don't forget you are the trusted servant, which gives you the latitude to adjust this position as you see fit so you can best keep the district up-to-date on the latest updates.

When I began this position, I assumed there would be more effort, but I have found that it is mainly a few hours on a Sunday once a month. Sorry for the long message, but hopefully the outline helps. Take what helps and leave the rest! Please feel free to adjust this document as you see fit for future Secretaries.