



Professional & Technical Engineers Local 21 (IFPTE/AFL-CIO)

Duties of Chapter Officers: Office of Secretary

The Chapter Secretary plays an important role, along with fellow Chapter Officers, in building and maintaining a strong and effective Union.

The duties of the Chapter Secretary (sometimes called Recording Secretary, Corresponding Secretary, Secretary-Treasurer, or Administrative V.P.) include taking and maintaining the minutes of each Chapter Meeting, and following the approval by the Chapter membership, sending the minutes to the Local 21 Office as per the Local 21 By-Laws. The Chapter Secretary may also assist the Chapter President in a variety of ways. In some chapters, the Secretary handles Chapter correspondence, posts chapter meeting notices, may perform the duties of the President in the absence of both the President and Vice President, and may serve as a Delegate or Alternate to the Delegate Assembly.

Tips on Taking Minutes

The minutes taken and maintained by the Chapter Secretary should be an accurate record of the actions of the Chapter. As the official record of Chapter meetings, the minutes may be referred to by officers and members to see what actually took place, e.g., a motion passed to take an action. Minutes of the previous meeting are read at the following meeting and approved by the membership.

It is not necessary to take down every word that is said at a meeting. Rather, it is best to keep a brief record of what occurred, which can be read in "minutes," by:

1. Noting who was present (can be done by circulating an attendance sheet) Note officers present.
2. Noting who presided at the meeting.
3. Showing what correspondence was read at the meeting.
4. Indicating what motions were made, who made and seconded them, and showing whether they passed or not. *Brief* summary of discussion.
5. Noting reports of officers, staff, and committees.
6. Noting unfinished issues raised, as well as new issues discussed.

Minutes

- ◆ *Record of what happened at Chapter Meeting*
- ◆ *Accurate*
- ◆ *Brief*
- ◆ *Final minutes approved by membership at next meeting*
- ◆ *Approved minutes sent to Local 21 office*

Consider using the Local 21 template for Chapter Meeting Minutes.

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