



Serra International

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# Secretary's Manual

*"Pray, therefore, the Lord of the harvest to send out labourers into his harvest." (Mt. 9:38)*

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## **Purpose**

This guide is intended primarily for the club secretary. It describes the goals and responsibilities of and resources for the club secretary. It also will be helpful to other club officers and members.

## **Being an Effective Club Secretary**

The effectiveness of Serra depends to a great extent upon how well club committees work together. As their chief liaison, the club secretary insures that all records are kept accurately and relevant information is shared with committee chairs and members.

The club secretary also bears part of the responsibility for instilling a spirit of cooperation in every member. One of the primary ways in which the club secretary does this is by being the club "information resource center." The club secretary must be well informed on the history and objectives of Serra; the available manuals and their contents; your club Bylaws and the Serra International Constitution and Bylaws; and what services are offered by the Serra International office.

### *Goals*

- maintain all club records and history;
- maintain club policy manual;
- maintain internal communications between the board and members; and
- correspond with other clubs, the Local National Office, and Serra International.

### *Responsibilities to:*

#### **Club Members**

- notify members of all meetings
- notify members of appointments to club committees and special assignments in writing
- notify them of their delinquency in attendance and any board action;
- report promptly the names of visiting Serrans to their own club so they may receive credit for attending meetings

#### **Club Committees**

- publish and maintain club committee lists
- work with the club committees on the club bulletin/newsletter

#### **Club Officers**

- assist the president in preparing the agendas for each club meeting
- help prepare the agenda for and attend Board meetings

#### **Club as a Whole**

- prepare and maintain a current roster of members
- take minutes of each meeting for the permanent file
- keep accurate and permanent attendance records at all club meetings
- maintain the permanent club history
- authenticate by signature all records and documents
- bring a copy of the International Constitution and Bylaws and club Bylaws to each meeting
- read all papers as requested by club
- prepare periodic reports as required

#### **Serra International**

- prepare and forward delegate credentials for the Serra International Convention

### **Local National Council**

- submit address changes as soon as they are known
- cooperate with the club treasurer in correcting the club rosters
- submit listing of incoming officers prior to May 31 of each year

### *Additional Responsibilities*

The club secretary is responsible for various materials used in the course of his or her work. They are:

- all records and club property
- original Serra charter
- corporate seal
- corporate charter
- club Bylaws
- club history
- minutes of all meetings of the club and board of trustees
- complete file of rosters and lists of members
- complete file of club bulletins
- correspondence and materials Serra International
- attendance reports
- anniversary dates of all members
- stationery
- miscellaneous equipment

### *Resources*

- Outgoing secretary
- Handbook for Serrans
- Serra International Constitution and Bylaws
- Position descriptions for club officers
- Club Bylaws

**Spring Leadership Training Conferences** are offered each year between April 15 and May 31 in each district for the training of club officers and trustees. They are an opportunity to meet and talk with past district governors and board members and to compare notes and exchange ideas with other club secretaries.

**District/Regional Conventions** are held annually and provide practical information on club organizations and activities.

**Serra International Conventions** are an opportunity to confer with International officers and other club officers, to discuss problems or concerns with International staff, and to exchange ideas on various club activities.

## **Evaluating Your Club Secretary**

From time to time the Club Secretary should rate his or her own work as “S” (Strong), “A” (Average), or “W” (Weak) on the list of statements which follow:

1. I fully understand and can discuss clearly the objectives of Serra International.
2. I am thoroughly acquainted with the club Constitution and Bylaws, the Serra International Constitution and Bylaws, and the “Handbook for Serrans”.

3. I have had our reports ready when the district governor visited our club.
4. I have attended or plan to attend regional/district conventions and the International convention.
5. I have encouraged all club members to attend regional/district conventions and the International convention.
6. I have assisted the president in preparing club and board meetings.
7. I have notified all committee chairs and members of their appointments.
8. I have submitted the necessary reports when due.
9. I have conferred with my successor before going out of office.
10. I have performed my best at all times.
11. I have notified the Local National Council office of all roster changes promptly.

## **Club Secretary Position Description**

### **Serra International Suggested Club**

#### **Position Description for Club Secretary**

**Position Title:** Secretary

**Reports To:** President

**Position:** Attend all Club, Board of Trustees and Committee meetings and functions; responsible for recording all proceedings at meetings of the Club and Board of Trustees; responsible for all elections of officers; maintains accurate roster of members and is responsible for mailing of all necessary meeting notices.

#### **Principal Responsibilities:**

1. Attend all Club and Board of Trustees meetings
2. Serve on the Club Board of Trustees
3. Maintain all board records and ensure their accuracy and safety
4. Review board minutes
5. Assume responsibilities of the president in the absence of the Club President, President-Elect, and Vice Presidents
6. Provide notice of meetings of the Club and/or of a committee when such notice is required
7. Assists the President in preparation of meeting agendas
8. Administer the election process of Officers
9. Maintain a current roster of members
10. Maintain the By Laws, Amendments and Policy Manual for the Club

11. Maintain the permanent club history
12. Attend and actively participates at the Spring Leadership Planning Conferences
13. Participate as a vital part of the Club leadership
14. Perform such other duties as may be assigned by the President and/or the Board of Trustees

**Position Requirements:**

1. Thorough knowledge of Serra and its Objects and Purposes
2. Ability to work collaboratively with volunteers

**Desirable Knowledge, Skills and Abilities:**

1. Knowledge of current Catholic Church issues
2. Ability to communicate clearly and concisely orally and in writing