

LOCAL SECRETARY

As secretary, your unique task is to document the continuing history of your local unit's meetings. You write the minutes and assist the president in setting the agendas. Aim for clarity in your writing. Your job requires thoughtfulness and accuracy. You also take care of and coordinate written correspondence.

THE MINUTES:

After a meeting, compose the minutes. The minutes are a written summary of what happened during the meeting. Include:

- . the name of the group
- . the place
- . the date of the meeting
- . attendance of those present and absent.
- . records of motions, whether approved or not.
- . actions taken and background information about the actions.

Type, copy, and distribute the minutes as soon after the meeting as possible.

Keep the records of the minutes and correspondence from the past four years in a safe place where you can easily retrieve them. Be sure to give your successor a list of all of your unit's records and their location.

THE AGENDA:

Preparing the next meeting's agenda begins as the secretary writes the minutes. From the minutes, jot down a list of unfinished business and promised reports. Share this list with the president, to help her plan the agenda for the next meeting.

To save time at meetings, sum up the contents of correspondence received by the unit. Keep the original correspondence on file for referral.

VERY IMPORTANT:

Immediately after the unit elects officers, forward the name and address of the new president and Secretary of Program Resources, together with the names of the women they are replacing to:

Service Center
General Board of Global Ministries
7820 Reading Road
Caller No. 1800
Cincinnati, Ohio 45222-1800

This enables the president to receive occasional mailings from Women's Division. Be sure to give the names and addresses of all incoming officers to the district secretary. When the Service Center and the district are kept up-to-date about elected officers, information flows smoothly from one part of the organization to another. It helps keep everyone connected to her officer counterpart.

REMEMBER: Never release the names of elected leaders and members of UMW to individuals or agencies outside our organization without the Executive Committee's permission.

You are a member of the Executive Committee, Committee on Program and Committee on Finance.

TO: LOCAL UNIT SECRETARY

SPECIAL NOTICE FROM: Service Center, General Board of Global Ministries
7820 Reading Road, Caller No. 1800
Cincinnati, Ohio 45222-1800

The following mailings can come to your local unit ONLY if Service Center has accurate names and addresses for PRESIDENT and SECRETARY OF PROGRAM RESOURCES.

PLEASE KEEP UP TO DATE---whenever there is a change in either the PRESIDENT or the SECRETARY OF PROGRAM RESOURCES, a form like this one should be sent immediately to the Service Center so that address lists can be corrected. (This is in addition to the complete officers' list which should be sent annually to your district secretary.)

PLEASE KEEP UP TO DATE---we want to serve every unit.

Local Presidents receive:

- Evaluation reports and related materials (annually)
- Treasurer's remittance pads (annually)
- Special mailings authorized by Women's Division (twice annually or more)

Local Secretary of Program Resources receive:

- Call to Prayer and Self-Denial sample packet (annually)
- Service Center Catalog (annually)
- Renewal notices (as expirations occur) for **RESPONSE & NEW WORLD OUTLOOK**
- Special drives for subscriptions---Fall for **RESPONSE &** Spring for **NEW WORLD**

OUTLOOK

KEEP UP TO DATE...REMEMBER...to notify Service Center of changes as soon as new officers are elected...all changes of names and addresses of these two officers are **VERY IMPORTANT**. They provide a link to the units. Whenever a change is known, please immediately send one (or both) of the forms below to MAGAZINE CIRCULATION, SERVICE CENTER, 7820 READING ROAD, CALLER NO. 1800, CINCINNATI, OHIO 45222-1800.

NOTICE OF CHANGE OF LOCAL UNIT PRESIDENT

Full name and location of church _____

Name of New President _____ Outgoing President _____

Address _____ Address _____

Date New President taking office _____

NOTICE OF CHANGE OF LOCAL SECRETARY OF PROGRAM RESOURCES
(or other person responsible for ordering magazine subscriptions and other resource materials)

Full name and location of church _____

Name of New Sec. Pro. Resources _____

Address _____

Name of outgoing Sec. of Pro. Resources _____

Date New Secretary of Program Resources taking office _____

