

SECRETARIES

Things you always wanted to know about being a Secretary that "they" didn't tell you. An informal piece for the Secretary.

The secretary needs to be familiar with the total work, program and organizational form of UMW in order to keep accurate records and to assist the president and/or other elected leaders and the unit in fulfilling the Purpose.

The secretary needs to know her duties as outlined in the Constitution and Bylaws for UMW and in the related Handbook.

Tools of the Trade. The following items should be supplied to you by your local unit and passed along by you to your successor:

1. Constitution and Bylaws for Local United Methodist Women.
2. Handbook for United Methodist Women
3. Minute book
4. Other needed supplies related to your unit.

Some other helps could include:

1. Dictionary
2. Book on Parliamentary Procedure (any good clear, concise copy)--
"Simplified Parliamentary Procedure based on Roberts Rules" or
"Basic Principles of Parliamentary Law and Protocol".
3. Calendar for writing in scheduled events.

If you are not a subscriber, you will want to subscribe immediately to Response Magazine and New World Outlook. Both magazines carry a great deal of information about the program of UMW and the total Board of Global Ministries, of which Women's Division is a vital part.

The Prayer Calendar contains lists of missionaries (both active and retired) along with place of service; birthdays and suggested areas for regular readings and prayer and a wealth of information often needed about the General Board of Missions, The United Methodist Church. It is easy to read and is not bulky or heavy to carry.

Minutes

Always head minutes with name of organization, date place and include attendance. Minutes are part of the history of your organization. Use last names not just first names throughout minutes.

Record actions, not opinion. State motions in full, state name of maker of motion and action taken, carried or lost. Do not include all discussion but include sufficient discussion to clarify the action. Never hesitate to ask the maker of motion to write the motion and hand it to you since this insures record of exact wording of person. File reports with minutes. Include program participant list. Note corrections on left-hand margin for easy reference. Do not erase or delete original. Secretary should have minutes for easy access up to four (4) years.

