

# Great Lakes Region Secretary Preparation

Secretary Office Duties and  
Responsibilities  
Best Practices and How To



# Responsibilities from the Bylaws



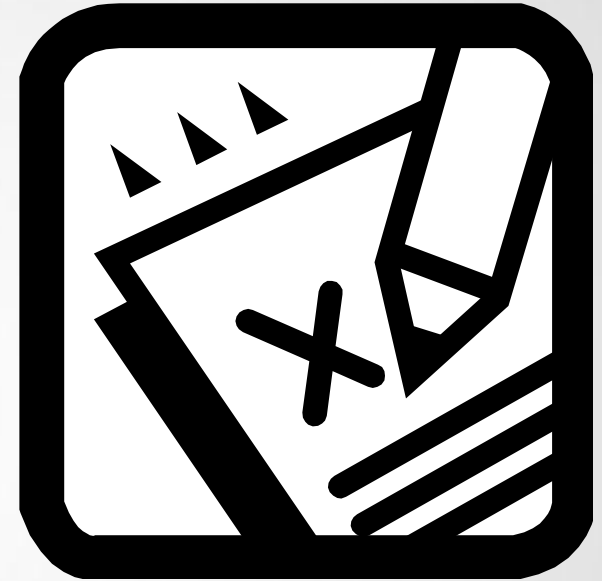
First place to find basic responsibilities for office:

- Election/Appointment
- Board Responsibility
- Duties



# Election/Appointment

- Office of Secretary is an elected
- position for a two year term
- (Bylaws, Article IX)
  - Nominations in fall
  - Election in spring
  - Begin term on July 1
- If there is a vacancy of the Region Secretary, the replacement shall be appointed by the Board for the duration of the term (Bylaws, Article V, Section 8)



# Board Responsibilities (Article V)

- Responsible for “management and direction of the Region”, “authority to conduct business of Region.”
- Board consists of executive committee and directors, no member may hold more than one voting position concurrently
  - If you are chapter president and also Region Secretary, you’ll want to delegate a proxy for the Director seat to allow you chapter to still have a vote
- As a member of the Board, your are required to attend all meetings of the Board
  - Face to face meetings at Region Conference and Construct
  - Online GoToMeeting for all other meetings
  - Plan on attending at least one region meeting every month

# Duties from the Bylaws (Art. VII, Section 5)

- Member of Executive Committee (ExComm) and of the Board
- Take minutes of all meetings of the Region and Board
- Preserve all papers, letters, and transactions
- Issue notices for all meetings for which notice must be given
- Have other assignments as prescribed by the Board
- Receive notice of address change for Statutory Agent (Article VII, Section 7)
- Notify Institute Secretary of results of Nomination of Institute Director not later than November 1

# ...other assignments as prescribed by the Board



- Policy and Bylaws
- Assist Region President
- Prepare the annual report for the region
- Maintain a roster of members



# Policy & Bylaws

- Participate in policy making and translate it into action
  - Become proficient at knowing what is in the bylaws and how to use Roberts Rules of Order
  - If a change to bylaws is required, understand the process and assist by keeping it moving, making sure notice is given and documents are filed and followed up on





# Assist Region President

- Assist in preparing agendas for region meetings
  - Have copies of past minutes available
  - Be prepared to answer questions when contacted related to policy, procedure, or any past precedence that were recorded in past meeting minutes
  - If contacted by Board member with agenda topic, send immediately to president and follow-up if the item is not addressed in next meeting





# Prepare Annual Report of Region

- Prepare report containing
  - Number of members
  - Meeting dates, times and locations
  - Region Conference overview
  - Region Awards given
  - Any major business that was decided



# Members Roster

- This has already been done for you, but be sure you know how to access the CSI Member Directory and how to search for members or list all region members



The screenshot shows the CSI Member Directory search interface. At the top is the CSI logo with the tagline "Building Knowledge Improving Project Delivery". Navigation links include "Join CSI", "Community", "Education", and "Certification". A secondary navigation bar contains "Logout", "Contact", "About", "News", "Chapter Locator", "Leaders", "My CSI", and "Jobs". The main heading is "CSI Member Directory" with a breadcrumb trail: "Home > Community > Members Directory".

A text block states: "The CSI Member Directory is also available as a free mobile app for iPhone/iPad and Android. Please visit the iTunes store for the iPhone or iPad versions; the Android version is a work-in-progress and is available for Android versions prior to 4.x ('Ice Cream Sandwich').".

The search interface is divided into four sections:

- Search Criteria:** Includes input fields for First Name, Last Name, Company, and Email.
- Search by Location:** Includes input fields for Address, City, State (dropdown), Zip/Postal Code, Country (dropdown), and Chapter (dropdown).
- Search by Occupation:** Includes a dropdown menu for Occupation.
- Search by Category:** Includes checkboxes for Certifications (CDT, CCS, CCPR, CCCA) and dropdown menus for Other Designation 1 and Other Designation 2.

A "Search" button is located at the bottom of the form.

# Best Practices from a Seasoned Region Secretary

- Notifications to Region
- Taking Meeting Minutes
- Running a GoToMeeting



# Notifications to Region

- First, confirm the region roster every June 1
  - Email/call every chapter president to confirm you have the correct contact information and the correct person in this office (some chapters have been late sending updates to Institute this past couple years)
  - If changes are uncovered, encourage chapter to contact Institute to get it updated
  - If necessary, have Region President assist
- Keep a current spreadsheet of all region officers, directors, committee chairs, and any other important contacts, this is your responsibility

# Notifications to Region

- Send meeting announcements
  - Send notice when meeting gets scheduled
    - I prefer to send a meeting invite to place it on all the attendee calendars
    - Request a response so you can track quorum ahead of meeting and if very low attendance inform Region President to make decision if meeting should proceed or be rescheduled
  - Send a reminder within a week of the meeting
  - Send agenda and any reports a week ahead of meeting, if possible
    - President creates the agenda, but have them send you an editable copy to use in creating your meeting minutes

# Taking Meeting Minutes

- Key is to record the business/decisions made in the meeting, not necessarily the discussion
- Be sure you are organized
  - Get agenda in advance
  - Prepare your minutes template ahead of the meeting to expedite getting the minutes released

# Taking Meeting Minutes

- Important elements of minutes
  - Title of meeting (i.e. Executive Committee Meeting)
  - Meeting date and location
  - List of attendees
  - Time meeting is called to order and name of meeting chair
    - i.e. Meeting Called to Order at noon by Thad Goodman
  - Best for minutes follow agenda for ease of review by attendees following meeting
    - This may deviate depending on how meeting is run, most important to record all business that transpires



# Taking Meeting Minutes

- Important elements of minutes, continued
  - Record important when a vote takes place
    - The minutes become record of what is decided, if you don't hear what the words of the motion were, stop the meeting and get the exact wording for the minutes
    - Record person making motion and second in a way that is clear who they were, such as using name to corresponds with attendee list
    - Record the outcome
      - If the vote was by voice, simply record:
        - » “Approved” or “Did not Pass”
      - If there is a count, record the tally and result:
        - » 5 Yeas, 3 Nays, 0 Abstain, Motion Passed
      - If there is a roll call vote, record the vote for each attendee with the vote tally and result at the bottom of the list

# Taking Meeting Minutes

- Important elements of minutes, continued
  - At end of meeting, be sure to record the next meeting date, time, and location or note that it is to be determined
  - End minutes with time meeting was closed and who was presiding over the meeting when it closed, this may not be the same person who opened the meeting
    - i.e. Jack Morgan adjourned meeting at 1 PM
- Send meeting minutes out ahead of next meeting
  - Keep separate minutes from the Executive Committee and Region Board, even when meetings take place one right after the other

# Taking Meeting Minutes

- Be prepared to present the prior minutes in the meeting, not everyone has read these yet
  - Note any corrections in the minutes of that current meeting and update the old minutes, noting them with a date when they were revised
  - Record the motion and second for the approval of minutes and note that they were approved

# Running the GoToMeeting

- The President presides over the meeting, but as Secretary you support the President and manage the online meeting and share your screen for everyone
- Before meeting starts, open agenda and all reports that will need to be displayed during the meeting
  - I recommend using PDF files and set to full screen view (control-L in Acrobat), this provides the maximum size for everyone to view at their locations
  - Practice zooming in, changing files, and making notes ahead of starting meeting so you aren't creating technical difficulties throughout the meeting

# Running the GoToMeeting

- Start GoToMeeting at least 5-minutes before meeting start time, earlier if you wish
- Ideally, use a computer with two monitors
  - One monitor is the shared screen, the other monitor is for your management
  - This allows you to type minutes throughout the meeting on monitor 2, respond to chat items of the meeting, receive emails for additional items to be displayed to all meeting attendees, and avoid unwanted pop-ups on the presentation monitor (i.e. virus scanner started) or an instant message from your wife to pick up a gallon of milk

# Running the GoToMeeting

- Monitor attendee list for late joiners to record them as present at the meeting
- Don't forget to close meeting before moving on to working unless you want to share with everyone what is happening on your shared screen

# Rewards

- We have a GREAT Region with fantastic people.
- It's an honor to get to know more of them.
- Honor to serve.
- Rewarding to learn how others solve problems

