

Secretary 101

The Role of the Secretary





Maintain records and manage PAC communications



Support meeting processes and governance



Retain documents for time required by bylaws

- Serve as a signing officer (as needed)

Core Duties

Record and file	Record and file minutes
Post	Post official documents (Constitution, Bylaws, Minutes)
Notify	Notify members of meetings
Distribute	Distribute agendas and materials in advance

Meeting
Management:
Before the
Meeting



Publicize Agenda



Share meeting details and documents in advance

- Proposed Budget
- Draft Minutes



Confirm quorum

Record attendance

Use a neutral, concise tone

Document:

Use a consistent format with headings

Motions - Mover and seconder

Outcome (carried/defeated)

Action items

Meeting
Management:
During the
Meeting



Approving Minutes

- Approving Minutes (Unanimous Consent)
- No formal motion or vote needed
- 2. Chair asks: "Are there any corrections to the minutes?"
- 3. Corrections offered by members
- 4. If none (or after corrections): Chair declares minutes approved as read or corrected
- When a Vote Is Required
 - Only if a correction is proposed and another member objects
 - Proposed correction becomes a motion to amend
 - Requires a second and a vote

Meeting
Management:
After the
Meeting



Finalize and file signed minutes



Post minutes publicly (if applicable)





Track follow-up on action items

How to Record Motions

Choose the format that works best for your PAC:

- "Moved by [Name] and Seconded that [motion]. Motion carried."
- "M/S: [Name] / [Name] That [motion]. Motion defeated."
- "Vote: 6 in favour, 2 opposed. Motion carried."

Common terminology for results:

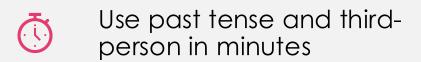
- ✓ CARRIED Also: Passed, Adopted, Approved
- X DEFEATED Also: Failed

Communication & Records

- Organize correspondence by date or topic
- Keep accessible files:
 - Agendas & Minutes
 - ▶ Bylaws & Policies
 - Reports
- Share updates with PAC members and executive

Supporting Good Governance







Clarify unclear motions or decisions

Align with bylaws and policies

Assist with logistics and documentation

Questions or Support



A SECRETARY IS VITAL!



REACH OUT ANYTIME: DPAC.SD34@GMAIL.COM



THANK YOU FOR SERVING!