



Minnesota Women of Today
2024-2025
MNJOTS CIP
Secretary

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Hello Local & District Secretaries!

As the secretary for your district or chapter you have a very important job as the keeper of the chapter's or district's permanent records - these are considered legal documents. You are the key to having these items organized, assisting your chapter President or District Director in setting up meetings and recording what takes place at them. We will cover these things, and more, in each Chapter Information Packet (CIP).

I am looking forward to be serving as your State Secretary this year. One of my first responsibilities is to get the State Plan of Action (POA) updated, printed, distributed and paid for. Per State Policy S, it is to be printed and distributed to chapters by August 1st. It would be AWESOME if it was paid for by mid-year Executive Council in November. To accomplish this, I need YOUR help. First, please check with your chapter president to ensure that the Chapter Officer Submission form was submitted - the information sent on this form is used to compile the chapter mailing address, president, and state delegate listed in the State POA. These can be submitted in an online form on the MNWT website - the link can be found on the right-hand side of the home page or mailed to the Chapter Service Center.

Chapters can indicate on this form their preference to opt-out of receiving a printed copy of the State Plan of Action, and/or Chapter Information Packets (CIPs). Choices may be updated by submitting a Chapter Information Submission form. All state publications are available online at mnwt.org and can be easily shared or accessed by all members. Districts may also choose to opt out of receiving a printed set of CIPs.

I am soliciting donations from chapters, districts, individuals, and businesses to help pay for the State POA (and other state publications). A donation made prior to July 4th will ensure that the donor's name will be published on the first page of the State POA. **A donation of \$25 first trimester will earn you 25 bonus points for SUCCESS.** In addition, any chapter, district, or individual who makes a donation of at least \$25 to the State POA in the 1st Trimester will have their name put in a drawing for a fabulous gift basket at Fall State Convention. I look forward to getting to know many of you better and hope to meet many of you at Women of Today functions. Please let me know if you have any questions or if I can help in any way. Do not hesitate to call, text, or email me at any time. I would love to hear from you!

~Liz

LOCAL AND DISTRICT SECRETARY'S RESPONSIBILITIES

1. Take attendance for each board and general membership meeting.
 2. Maintain records for the permanent files.
 3. Maintain and distribute a directory of members to the chapter.
 4. Take minutes at each board and general membership meeting.
 5. Print the minutes in chapter/district newsletter if possible. Otherwise, provide copies at meetings for approval.
 6. Provide motion slips at each meeting.
 7. Verify voting eligibility when necessary.
 8. Take care of outside correspondence.
 9. If you do not have a NEWSLET Local Program Manager (LPM), publish and distribute the chapter newsletter - or delegate this to another member.
 10. Assist the president when requested and able.
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MEANINGFUL MINUTES

As was mentioned, the secretary is responsible for recording minutes at all board and general meetings. Minutes are a written record of these meetings, a factual recording of action taken. Accurate minutes are important, as they constitute the permanent record of proposals, decisions, and reports of the members. Minutes are the legal record of the meetings of an organization and may be subpoenaed. Minutes should be written as concisely as possible - as a brief, thorough and unbiased account of the proceedings. Record decisions made and action taken rather than what is said.

MINUTES and MOTIONS

There is no area in the minutes where accuracy is more important than in the recording of motions. Motions should always be recorded in their exact wording. (Use motions slips to assist you with this).

It is not necessary to record discussions that took place prior to the passing or defeat of a motion. Get into the habit of bringing up new projects or business in the form of a motion. Once the motion has been seconded, THEN it can be discussed. In your minutes you simply state the motion, second and whether it passed or was defeated.

EXAMPLES:

M/S/P (Smith/Doe) "I move that the Anytown Women of Today sponsor a candidates debate."
(This motion was made by Ms Smith, seconded by Ms Doe and passed by the membership)

M/S/D (Smith/Doe) "I move that the Anytown Women of Today sponsor a wet t-shirt contest."

(This motion was made by Ms Smith, seconded by Ms Doe and defeated by the membership)

M/S/A/P (Smith/Doe) "I move that the Anytown Women of Today hold a fundraiser"
amended "with proceeds going to the March of Dimes Foundation."

(This motion was made by Ms Smith, seconded by Ms Doe, amended and passed by the membership)

M/S/A/D (Smith/Doe) "I move that the Anytown Women of Today host a comedy show"
amended "at Comedy Central".

(This motion was made by Ms Smith, seconded by Ms Doe and defeated by the membership)

There could be rare instances where the efforts at thoroughness could work against you in the recording of motions. For example:

M/S/P (Smith/Doe) 'I move to hold a car wash for Kidney Disease on Saturday, November 13".

If in this case the committee was unable to find a location to hold the car wash on the date mentioned, some further parliamentary action would be required at subsequent meetings since the date was included in the original motion.

A good rule is to only move the basic facts and leave the details to the committee.

TRIMESTER 1 CHALLENGE

One of my goals is to have 25 or more chapters/districts send me their meeting minutes to review and give feedback. I want to help you ensure your meeting minutes are clear and concise. Need a little incentive to help me reach my goal? Secretaries that send me their meeting minutes will have a chance to win a gift basket to be drawn at each convention - those for first trimester received by September 5th will be entered in the drawing at Fall State Convention.

TIP: This is one of the Secretary Fast Start items due July 15th!

SECRETARY FAST START

This can be found on the MNWT website (www.mnwt.org) on the secretary's page.



Once on the website homepage, select this icon at the top of the website, next to the search bar, then select the "Secretary" link and scroll down. The FAST START FORM can be downloaded there or filled out online. If you fill it out online, please be sure to send your verifications to me at Secretary@mnwt.org.

ALL VERIFICATION IS TO BE SENT TO ME BY JULY 15.

Copies of all information that verifies completion must be included. All items must be DATED.

1. Attend LOTS or another orientation. Date Attended_____
 2. Write a brief letter of introduction and share your goals and ideas for the year. Send your letter to the State Secretary and your chapter president.
 3. List three (3) responsibilities that you have as secretary in your chapter or district.
 4. Send a copy of your May or June general or board meeting minutes to the State Secretary.
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CALENDAR

JULY

- 1st Founder's Day
- 11th MNWT Orientation ZOOM
- 13th Committee Meetings
- 15th Fast Starts Due
- 15th Early Bird Renewals Due
- 28th - Aug 3rd MNWT Membership Week

AUGUST

- 6th Award Nominations Due
- 15th Renewals Due (Postmarked)
- 18th - 24th Kids Week

SEPTEMBER

- 1st State of MN Annual Registration & 990N Due
 - 22nd - 28th Women of Today Week
 - 27th - 28th Fall State Convention
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