

SECRETARY'S RESPONSIBILITIES

Approved by fall conference

Date 10/28/2006

This outline of the District Secretary's responsibilities is intended as a guide to help the secretary carry out his or her duties. Additional consultation between the district secretary and prior secretaries continues to be encouraged.

D31 Planning and Procedure Committee is appreciative that our current secretary, D/Lt/C Margaret Miller, S, has provided this information in consultation with the Committee.

TABLE OF CONTENTS

SECTION 1- MINIMAL TASKS OF DISTRICT SECRETARY- Pages 1 thru 7

**SECTION 2- SECRETARY ACTIVITIES- COMPREHENSIVE LISTING-
Pages 8 thru 12**

(CONTINUED ON PAGE 2)

SECRETARY'S RESPONSIBILITIES

SECTION 1 MINIMAL TASKS OF DISTRICT SECRETARY:

After Fall Change of Watch

1. For the Secretary's information a new list of officers (District Bridge, Squadron Commanders & Educational Officers) should be developed. Email addresses should be included in the list. A list should also be completed of Past District Commanders and their email addresses. The district directory identifies Past District Commanders still active in our district with a "v".
2. Make a list of squadron newsletter editors for District 31.

After the National USPS Annual Meeting

1. Check the USPS National Publication web site to see what District 31 Squadron Newsletters have received the Distinction in Journalism Award. Notify the newsletter editor and Commander of the squadron. Check to see if the District Newsletter has received the Distinction in Journalism award and notify District Commander and District Editor.
2. Look at National USPS Publication web site to check the National Reader's name for Squadron and District Newsletters. Notify the newsletter editors of the reader's name and address.

March

1. Send out Call to Meeting to all Council Members 30 days before District Council and Conference meeting. Check (electronically) USPS 2002 Edition, "*Secretary's Manual*". This manual gives you a list of the information needed in the Call to Meeting.
2. Send the Call to meeting information to *The Daymark* editor.
3. Check on the USPS Membership Web site to see how many members is in each of the Squadrons for delegate information so the number of delegates can be determined for the roll call.
 - Information about gaining access to membership information on the national web site will be in the District Secretary's Note Book

(SECTION 1, CONTINUED ON PAGE 3)

(Section 1, continued. from page 2)

SECRETARY'S RESPONSIBILITIES

- The number of delegates each squadron may have for the conference should be sent to the Squadron Commanders at least two weeks before the District Conference meeting. (Look at District 31 Bylaws about delegates)

 - The District Secretary should receive the squadron delegates names in writing before the conference. List of delegates by email is acceptable. (Read in the District 31 Bylaws about changing the name of a delegate at the meeting.)
4. Print Roll Call for Council and Conference and sign-in sheets for District 31 Members & Guests

 5. Print Draft of Minutes from last Council/Conference.

 6. If a Schedule or Agenda is sent to the District Secretary by the District Commander, it should be sent to the Council, electronically, if available, otherwise by mail

 7. Check with Flag Lieutenant to see that District Flags for District Officers will be at the next meeting. Sometimes the Secretary keeps these Flags.

 8. Check with the Commander to see if the Secretary needs to help put packets together before the Council Meeting.

 9. Materials and supplies taken to the Council and Conference Meetings are:
 - Draft Minutes from last Council and Conference
 - Digital tape recorder
 - Two plastic file holders
 - Secretary's Policy and Procedure Manual
 - Manual should include
 - Bylaws
 - Updated pages of the Policy and Procedure Manual

(SECTION 1, CONTINUED ON PAGE 4)

(Section 1, continued from page 3)

SECRETARY'S RESPONSIBILITIES

**Section B-259
Page 4 of 12**

APRIL, MAY, JUNE, AND JULY

1. Council and Conference minutes should be transcribed as quickly as possible.
2. Send draft of transcribed minutes to Bridge for suggestions or corrections.
3. After corrections, send draft of minutes to District Web master to post on District web site.
4. Secretary should once again prepare a Call to Meeting and Roll Call for summer council.
5. Attend Summer Council, transcribe Minutes and send Minutes to Bridge then web master.

AUGUST, SEPTEMBER, OCTOBER

1. Prepare material as listed above for fall Council and Conference
2. Material taken to Fall Meetings is the same as in March.

The following pages are suggested samples:

(1) Roll Call for the Council, (2) Roll Call for the Conference and (3) a sign- in sheet for Members and guests for the District Council and Conference Meetings.

(SECTION 1, CONTINUED ON PAGE 5)

SECRETARY'S RESPONSIBILITIES

This sample works best if typed on the Excel program.

(1) SAMPLE OF ROLL CALL FOR COUNCIL MEETING

**ROLL CALL FOR DISTRICT 31 COUNCIL
DATE
TOWN, AND STATE**

Office	Name	Certification Number	Signature
---------------	-------------	---------------------------------	------------------

DISTRICT BRIDGE MEMBERS

District Commander
District Executive Officer
District Educational Officer
District Secretary
District Treasurer
Past District Commander

DISTRICT GENERAL COMMITTEE CHAIRMEN

District Auditing Chairman
District Nominating Committee Chairman
District Planning Committee Chairman
District Rules Committee Chairman

SQUADRON COMMANDERS

List Office – Squadron Name - Commanders name etc.

SQUADRON EDUCATIONAL OFFICERS

List Office- Squadron Name – Ed Officer's Name

**(PREPARE SIGN-IN SHEET FOR MEMBERS AND GUESTS OF THE COUNCIL
Sample shown on last page**

(Section 1, continued from page 5)

Section B-259
Page 6 of 12

SECRETARY'S RESPONSIBILITIES

(2) Sample of a Roll Call page for Conference Meetings. Again, this Roll Call works best if the Excel program is used.

ROLL CALL FOR DISTRICT 31 CONFERENCE
DATE
TOWN AND STATE

Office	Name	Certification Number	Signature
---------------	-------------	---------------------------------	------------------

DISTRICT BRIDGE MEMBERS

District Commander
District Executive Officer
District Educational Officer
District Secretary
District Treasurer
Past District Commander

DISTRICT GENERAL COMMITTEE CHAIRMEN

District Auditing Chairman
District Nominating Committee Chairman
District Planning Committee Chairman
District Rules Committee Chairman

SQUADRON COMMANDERS

List Office – Squadron Name - Commanders name etc.

SQUADRON EDUCATIONAL OFFICERS

List Office- Squadron Name – Ed Officer's Name

PAST DISTRICT COMMANDERS

List Names of Past District Commanders

CONFERENCE DELEGATES

List squadron name and delegates names. Have a signature line
Sample below. Same layout can be used for both Council and Conference.

(SECTION 1, CONTINUED ON PAGE 7)

(Section 1, continued from page 6)

Section B-259
Page 7 of 12

SECRETARY'S RESPONSIBILITIES

(3) Sample of heading of sign-in sheet for members and guests of the Council.

DISTRICT 31 SIGN-IN SHEET
FOR MEMBERS AND GUESTS OF COUNCIL MEETING
DATE
TOWN, STATE

Please Print			Check off whether
Rank/Name/Grade	Squadron	Signature	Member or Guest

(4) Sample of heading of sign-in sheet for members and guests of the Conference.

DISTRICT 31 SIGN-IN SHEET
FOR MEMBERS AND GUESTS OF CONFERENCE MEETING
DATE
TOWN, STATE