



The Catholic Women of Canada

**ONE HEART
VOICE
MISSION**

Secretary Oral Report

Suzanne S.

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Secretaries' duties are focussed on maintaining files in the most efficient and up-to-date manner. In the technology driven world in which we live, it becomes evident that secretaries rely heavily on computer access, literacy and competent computer file management.

Through the manner in which files are kept, there needs to be an accurate paper trail that tells the story of our League. Secretaries must remember to provide and file a hard copy of minutes as they clearly tell the story and maintain a clear picture of our League activities. Minutes are intended to tell exactly what happened at meetings – not what was said.

It is recommended that the following records be kept in hard copy:

- Your motions signed by both the mover & seconder and numbered sequentially as they occur.
- Committee reports as presented, and attached to minutes for future reference
- Always keep a print copy of the approved minutes, duly signed by both secretary and president
- Keep the above records in binders labelled with the dates covered

Secretaries should request reports ahead of time to facilitate inputting the minutes thereby enabling her to actively participate at meetings. Reminders of meetings and up-coming events should be sent to the membership. Allowing 2 weeks' notice often helps to get positive responses from the members to participate and assist in council events. Remember to get the assistance from your phoning committee as not all members have email!

Keeping in mind that those reading email messages do not hear your voice, see your body language and feel your need. The use of gentle and kind words is important to convey what may sometimes be an urgent message. Harsh and abrupt words have no place in email messages! Let us all work together with ***One Heart, One Voice, One Mission!***

This concludes my report.

For God and Canada.