

SECRETARY'S RESPONSIBILITIES**SECTION 2 SECRETARY ACTIVITIES- COMPREHENSIVE LISTING:****After District Change of Watch**

The District Secretary should attend the National United States Power Squadrons' Annual Meeting. Place Copies of District Newsletters on Publications Table.

Check to see what newsletters have received Distinction in Journalism Award for District 31 and send that information to squadrons. Pick up copies of other District's newsletters and give them to District 31's Editor for information.

- 1 Make a new list of District 31 Squadron newsletter editors.
- 2 For the Secretary's information a new list of officers (District Bridge, Squadron Commanders and 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. (Information found in District Directory for Past District Commanders).
- 3 Look at United States Power Squadrons Publication web site to check National Reader's name for Squadron and District Newsletters.

Four squadron newsletters need to go to the National Reader each year. This is one of the qualifications the squadrons must fulfill to receive a Distinction in Journalism award.

- a. Send rules to squadron and district. newsletter editors for Distinction in Journalism Award requirements.
 - b. Send name and address of National Reader to Squadron and District Editors.
 - c. Collect schedule of Squadron Editors so Secretary can send information to be reported in Squadron Newsletters.
4. Send new email addresses or change of home addresses to District Roster Chairman as they are received throughout the year.
 5. Check with Secretary Department Chairmen for information to be written in Secretary's Article for District Newsletter.

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Offices under the District 31 Secretary are Assistant Secretary, Computer Systems, Editor/Publications, District, Historian, Roster, Directory, and Ship's Store.

6. Write an article for District Publication, *The Daymark*.

March

1. Send out the Call to Meeting to all Council Members 30 days before meeting (electronically) United States Power Squadrons, 2002 Edition, "Secretary's Manual" list information in Call to Meeting
 - Title of Call to Council/Conference is "Call to Meeting".
 - Date of Call
 - Date and Time of meeting or meetings
 - Location of meetings
 - Host Squadron
 - Uniform of the day or recommended dress
 - Schedule and/or Agenda received from District Commander
2. Send Call to Meeting to Daymark editor.
3. Prepare Seminar for Conference (optional)
4. Check on the United States Power Squadrons Membership Web site to see how many members are in each of the district's Squadrons for delegate information. 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 Notebook.
 - The number of delegates each squadron may have for the conference should be sent to each of 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. The list of delegates sent by email is acceptable. (Read in the District 31 Bylaws about changing the name of a delegate at the meeting).

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5. Print Roll Call for Council and Conference and sign-in sheets for members & guests for both meetings.
6. Print Draft of Minutes from last Council/Conference.
7. If a Schedule or Agenda is sent to the District Secretary by the District Commander, it should be sent to the Council, electronically.
8. Contact Chairmen under Secretary's Department for their reports.
9. Contact Historian to see if Squadrons have sent reports to her/him. Check to see if the District Historian's Report has been sent to National History Committee representative for District 31.
10. Write a report of activities that has taken place from one meeting to the next involving the Secretary and his/her department. This report is given at the Council/Conference.
11. The secretary should receive any new Policy and Procedure pages to be discussed at the next council/conference. The Secretary will send the draft copy of the pages to the District Web master to be placed on the web site. (The draft pages might be sent directly to the web master from the Planning Committee Chairman.
12. Update the Secretary's Policy and Procedure Manual with the approved pages.
13. Check with Flag Lieutenant to see that District Flags for District Officers will be at the next meeting. (Sometimes these Flags are kept with the Secretary)
14. Check with the Commander to see if Secretary needs to help put together packets before the meeting.
15. Secretary's material for Council and Conference Meeting
 - a. Secretary should have Roll Call for Council and Conference, recorder, Draft Minutes from last meeting, District Policy and Procedure Manual and a United States Power Squadrons Operations Manual Disc.
 - b. The secretary takes two plastic file holders to be placed in the front of the Council and Conference meeting. Members use these containers to give paper information to the Squadron Commanders.

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- c. Name plates for the District Officers are (sometimes) placed on the front table.
 - d. The District Commander usually requests that the District Secretary give a report at the Council and Conference meeting.
16. The District Secretary is responsible for attending all the Council/Conference meetings and recording the meetings.
- a. The Secretary is responsible for taking Roll at the Council and Conference. The Secretary reports if there is a quorum or lack of one (Check District Bylaws for information about a quorum at the council and at conference.)
 - b. The official roll is given to the Awards Chairman to copy for the Awards later that day.
 - c. The Secretary is responsible for recording the Motions verbatim. The name of the member making a motion needs to be written in the minutes. A second with the member's name is optional.
17. The District Secretary is responsible for sending, (electronically) the Minutes approved by the Council/Conference to the National Executive Officer, the National Educational Officer and the National Secretary.
18. Take the important motions from the approved minutes and add them to the list of motions in the Secretary's notebook. (This should be done after minutes are accepted) at the last Council/Conference meeting).
19. Once the Draft Minutes of the Council and Conference are transcribed, they should be sent to the District Bridge for corrections within a reasonable time. The corrected Draft Minutes are sent to the District Web master and he/she will post them on the District Web site for the members to read.

MAY, JUNE AND JULY

1. Send Secretary's Article to *THE Daymark*
2. Receive information about the summer council from District Commander.
3. Send Call to Meeting to Council Members 30 days before the meeting.
4. Prepare Roll Call for Summer Council.

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5. Print only Draft Minutes from the last Council Meeting. Only the last Council Minutes will be approved or corrected and approved at the Summer Council.
6. Secretary should have Roll Call for Council, recorder, Draft Minutes from the last Council meeting, District Policy and Procedure Manual and an United States Power Squadrons Operations Manual Disc.
7. Minutes for Summer Council should be transcribed, sent to District Bridge Members, and then sent to District Web master to post on Web site.

AUGUST, SEPTEMBER, OCTOBER

- 1 Same as activities in April as far as Council/Conference.
- 2 Send in Merit Mark Information for each of the Chairman under the Secretary to Commander.
- 3 Make sure the Slate of new officers for the Change of Watch is in the Daymark. This should be sent from the Chairman of the Nominating Committee to the Secretary and the Daymark editor. (Check the District Bylaws)
4. Prepare material for fall Council and Conference as listed for spring meetings.
5. Prepare an article for *The Daymark*.
6. Minutes will be handled the same as above. Remember that all Minutes are listed as Draft Minutes until they are accepted by the Council or Conference.
7. Remember that all Minutes should be dated and after they are accepted should be signed by the secretary to indicate the Minutes are the original copies.
8. All meetings should be recorded in case there is a dispute. The secretary can go back through the recorded material and check the Minutes for accuracy. The Secretary has the right to ask, during the meeting, who made a motion and the secretary needs to make sure there is a second.