

# Chapter Secretary's Handbook



*Leading  
Builders.*

***Building  
Leaders.***

**NATIONAL ASSOCIATION OF  
WOMEN IN CONSTRUCTION**

THIS HANDBOOK IS THE PROPERTY OF YOUR NAWIC CHAPTER.  
PLEASE PASS ON TO THE APPROPRIATE PERSON WHEN YOUR TERM AS SECRETARY IS OVER.

Revised April 2021

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NOTE: The above colored in blue signifies that a link to a page in this handbook has been created.

**DISCLAIMER:** All references and links to the NAWIC website locations in this Handbook are subject to change due to the continuous updating of the NAWIC website. All Articles, Section and Policy references noted in this Handbook are from the NAWIC Operations Manual and are subject to change due to the continuous updating of the NAWIC Operations Manual, which can be found on the NAWIC website.

## **PREFACE**

The office of Secretary is a position of Chapter leadership, a significant responsibility and a very important office – more so than most members realize. As the Chapter Secretary, you will have an opportunity to observe firsthand the duties and responsibilities of all Chapter offices, the way in which they are performed and how to prepare yourself for further growth and development within your Chapter and the Association. With the exception of the office of President, this office offers more opportunity for learning than any other. Take advantage of these opportunities while serving your Chapter.

A Secretary bears a large part of the responsibility for good interrelations and effective cooperation among the members of the Chapter's Board of Directors, as well as the Chapter's Membership; and she can do a great deal to make the Board and the Chapter function smoothly.

Your sense of responsibility and promptness in communicating, making sure the right information gets to the right people at the right time, will be important to the growth and vitality of your Board and of your Chapter.

This handbook has been prepared to be used as a guideline only throughout your term in office. It does not supersede or replace the NAWIC Bylaws or the specific duties outlined therein.

## PREPARATION FOR OFFICE

Holding any NAWIC office is a learning experience. You need not be an accomplished Secretary to qualify for the office, but you need to be willing to work and learn. In addition, there are several things you can do to prepare yourself for being the competent, efficient Secretary every Chapter needs.

1. STUDY THE STANDARD BYLAWS FOR AFFILIATED CHAPTERS AND CHAPTER STANDING RULES:

Study the Standard Bylaws for Affiliated Chapters and especially the Standing Rules and Guidelines of your Chapter, and also the Bylaws of the Association. (This would include the Policies at the National level) They will help you know how your Chapter should function and how it relates to other levels in the organization, and will also help you understand the duties and responsibilities of your office.

2. REVIEW PARLIAMENTARY PROCEDURE:

Familiarity with parliamentary terms and an understanding of the methods for handling business will make it easier for you to take and prepare your Minutes.

3. REVIEW CHAPTER MINUTES OF SEVERAL PRIOR TERMS:

Note practices to be followed, improvements that can be made in format or style, and any business still pending. Familiarize yourself with previous actions taken which affect the current operations of your Chapter.

## **CONGRATULATIONS! YOU are the SECRETARY!**

A Chapter may have the officers as stated in the Standard Bylaws for Affiliated Chapters - ARTICLE VI – Officers and Directors and stated in its Chapter Standing Rules, but in order to function properly it must at a minimum have a presiding officer (President) a recording officer (Secretary) and a finance officer (Treasurer). YOUR office is of great importance, both now and in the future, as your records will be the historical record of the Chapter.

This handbook is an excellent tool for you in performing your job as Chapter Secretary. Utilize it as a reference and guideline; study it carefully and thoroughly. Make notes in the back pages which you have found helpful; and remember to pass it on to your successor.

In most state and national organizations (and in many large societies) the work of the Secretary is divided between two officers; the Recording Secretary and the Corresponding Secretary, depending upon your Chapter Standing Rules. The duties of each are indicated by the title, respectively. In this handbook the duties of the Secretary are treated under the headings of Recording Secretary and Corresponding Secretary. It is understood that the duties of both fall upon the Secretary in Chapters having no Corresponding Secretary.

Since your Minutes become a permanent part of the Chapter's files and history, you will want to proofread carefully; or perhaps you may wish to ask someone else to read them (when permissible) for typographical or grammatical errors.

Your contribution in time, effort and in documenting the actions of your Chapter will have a direct influence on its success. Your tasks are many, but if you contribute your best, you will succeed. You have the most to gain and you will gain knowledge, patience and pride in your accomplishments. May the coming year be a rewarding experience for you.

Being Chapter Secretary is an important job – one not to be taken lightly. If you find you cannot handle it, or if your life circumstances change, don't be embarrassed to resign and let someone else take over. It is better to resign than to not have accurate Chapter records at the end of the year.

## RESPONSIBILITIES OF RECORDING SECRETARY

Duties of your office are spelled out in the NAWIC Bylaws, Article VII - Duties of Officers, Section 3, of the Standard Bylaws for Affiliated Chapters. These Bylaws are the authority under which you will operate and you will be required to perform the duties stated therein.

### 1. KEEP AN ACCURATE RECORD OF ALL MEETINGS:

It is vital that the Secretary keep a file of the Minutes of each business meeting and each Board meeting. At the end of your term, this file must be made a part of the official records of the Chapter and should be retained indefinitely, or at a minimum, for seven years.

#### a. CHAPTER:

Minutes are the legal record and official history of the Chapter's activities, and must be complete and concise, as well as accurate. Form and content of the Minutes will be discussed separately. It is of utmost importance, however, that the notes you take during a meeting be written up in complete form at the first possible moment after the meeting and a copy of the Minutes be sent promptly to the President.

If Minutes are published in the bulletin/newsletter, make sure the editor receives a camera-ready, or electronic, copy at the earliest possible date.

If approved within your Standing Rules, the President may appoint a committee to approve the Minutes prior to being published and therefore do not need to be approved at the meeting.

Promptness is one of the essential requirements of a Secretary.

#### b. BOARD OF DIRECTORS:

Minutes of Board meetings, as well as Minutes of Chapter meetings, are your responsibility. Board meetings may be somewhat less formal than Chapter business meetings, but they still must be reported accurately and promptly. Transcribe the Minutes promptly and distribute according to Chapter policy.

**NOTE:** Board Minutes should be available to members of the Board only and are not distributed to the general membership or published in the bulletin/newsletter.

c. It is of utmost importance that the notes you take during a meeting be written in complete draft form at the first possible moment after the meeting, within three to five days, and that a copy of the Minutes be sent promptly to the President. Give her the opportunity to review the Minutes and let her verify you have taken down the action correctly. The President should note any changes or corrections along the margins then return them promptly to you. If you delay you may not remember the details you need for accuracy and completeness, and the President will be seriously handicapped in the performance of the duties of her office.

d. Attendance: Establish a Meeting Attendance List. List the members' names in the left column and names of the months in the top row. Add names to the list as you get new members. During self-introductions, check off those members in attendance at the meeting. This attendance list must be attached to the Minutes of each meeting.

e. Generally speaking, discussion is not included in your Minutes. It is suggested, however, that if the discussion is on an important or controversial subject, you may mention that discussion was held on "... subject and no action was taken." (However,

do not mention names or the position taken by any member.) This way, if it is questioned later, you will have an accurate record. It is also good information for those absent when they read the Minutes to know the subject was discussed and disposed of.

2. REPORT RECOMMENDATIONS AND ACTIONS OF THE BOARD OF DIRECTORS TO THE CHAPTER:

While Minutes of Board meetings are not read at Chapter meetings, any recommendations to be made by the Board to the Chapter are read by the Secretary. These recommendations approved by the Board are given in the Secretary's report at the general membership meeting. Form and terminology of such recommendations should conform to approved parliamentary practice.

3. FILE ALL DOCUMENTS AND ESSENTIAL CORRESPONDENCE:

Neat, complete, well-organized files are essential to the proper functioning of any organization. A document which cannot be found when required might just as well not be there. Whether your files are kept in folders or loose-leaf notebooks is a matter of individual or Chapter preference, but in either case they should be clearly labeled, logically organized, up-to-date, and free from outdated material. The Secretary's file should contain the complete set of Minutes. If the Chapter has been in existence for a number of years, you may wish to keep only the Minutes of the current and immediate past year in the current file. All others should, however, be retained for the record and safely stored for easy access. A Secretary's file should also have complete and current NAWIC Bylaws and Policies of the national Association; copies of correspondence sent and received; up-to-date rosters and national mailing lists (provided in the current Leadership Directory); and any other documents which the President, the Board, or the Chapter has ordered filed.

4. KEEP BYLAWS AND STANDING RULES CURRENT FOR REFERENCE:

This means having the most recently updated copy in your files is important. If the NAWIC Bylaws, Standard Bylaws for Affiliated Chapters or the Chapter Standing Rules of the Chapter are amended, it is your responsibility to see the changes are incorporated in the official copies and the changes distributed to Chapter members. The Chapter parliamentarian will probably have a set of NAWIC Bylaws with her at the meetings, but you should have a copy ready for reference if needed.

5. SEND OFFICER INFORMATION AS REQUIRED TO NAWIC OFFICE:

It is necessary that the Secretary forward information regarding the newly elected President, Treasurer, and Membership Chair to the NAWIC Office on a timely basis as requested. This also includes keeping the NAWIC Office informed of any changes in these offices throughout the year. (Copy your NAWIC Director on all such information.)

6. MAINTAIN A MEMBERSHIP ROSTER:

A complete roster of Chapter members with their addresses, telephone numbers and employers should be maintained and kept current. This can be as simple as downloading an Excel roster of your Chapter members from the NAWIC website. Notify Chapter officers, Membership Chair and newsletter/bulletin chair as appropriate.

7. PERFORM SUCH OTHER DUTIES AS MAY BE REQUIRED:

a. One of the most frequently required additional duties of the Secretary is to help the President prepare the agenda for the next meeting. From the Minutes of the previous meeting, develop a list of any items of the business that was not completed in the previous

months must be brought before the Chapter. This is the category of "Unfinished Business" (not "Old Business" as it is sometimes incorrectly called) on the President's agenda. You may also assist by determining which standing committee chair will have reports to make at the next meeting. Good communication and cooperation between the Chapter President and Secretary can contribute significantly to a well-run business meeting.

- b. When giving any report (or on the rare occasion when you will need to read all or part of the Minutes), do so in a voice that conveys the importance of your report.
- c. Minutes of regular Chapter meetings should be printed in the Chapter bulletin/newsletter (\*) (or emailed to members) so those who were absent are aware of what transpired at the meeting and the Minutes can be approved as printed, approved as corrected (when necessary) or if an audit committee is appointed as distributed. At the very least, distribute the printed Minutes before the start of the business meeting.

**\*NOTE:** *If Chapter Minutes are published in your Chapter newsletter, they should be in a separate newsletter that is printed **"For Members Only"** and not distributed to the public.*

- d. Strive to attend all Regional meetings, especially Forum and Annual Conference.
- e. Submit an annual report of important Chapter activities in accordance with the deadline established by the Chapter President.
- f. Promptly deliver permanent Chapter records to your successor (within fifteen days from the end of your term).



## FORM AND CONTENT OF THE MINUTES

Minutes should reflect the actions that transpired during a meeting – Action Minutes. They should not be actual - unessential adjectives and expressions of opinion do not belong in the Minutes and should be carefully deleted from your draft before you prepare the final copy.

Action minutes should contain:

1. The kind of meeting: Regular, Special, Adjourned Regular, or Adjourned Special;
2. The name of the society or the assembly;
3. The date, time, and place of the meeting; the fact that the regular Chair and Secretary are present or, in their absence, the names of the persons who substituted for them; whether the Minutes of the previous meeting were read (or printed) and approved as read (or printed), as corrected (the date of the meeting being given if it was other than the regular business meeting) or as printed.

The order of items in the Minutes should follow the actual order of presentation during the meeting (order may vary slightly from meeting to meeting).

The body of Minutes should contain a separate paragraph for each subject matter and, in such a format, should show:

1. All main motions or motions to bring a main question again before the assembly – except any that were withdrawn, giving:
  - a. Wording as stated by the presiding officer – the presiding officer presents a motion to the members for their approval and they approve or disapprove the motion as stated by the chair – and whether the motion was adopted, or otherwise disposed of, with the facts as to how the motion may have been debated or amended before disposition being mentioned only parenthetically.
  - b. The disposition of the motion, including (if it was temporarily disposed of) any primary and secondary motions that were pending. (Motions withdrawn are not recorded in the Minutes.)
2. All points of order and appeals, whether sustained or lost, together with the reasons given by the chair for this ruling.

The last paragraph should state: the hour of adjournment.

For complete explanation of the foregoing, see the appropriate section of Robert's Rules of Order, Newly Revised.

Any corrections offered at the meeting at which you approve the Minutes should be made in the margin (of the corrected minutes) and dated. Once approved, the Minutes should not be tampered with as they are the official record of your Chapter's activities.

Should any Standing Rule be amended by addition, substitution or deletion, the amended version, as adopted, should be stated verbatim in the Minutes.

*NOTE: Any approved changes to your Chapter Standing Rules must be forwarded to the National Bylaws Chair for approval thirty days prior to being circulated.*

# SUGGESTED AGENDA – Board of Directors Meeting

*(template on NAWIC Website)*

National Association of Women in Construction

NAWIC Chapter Name and No.

Meeting Location

Board of Directors Meeting Agenda

Date of Meeting

## Call to Order:

### Attendance:

- President *(Insert Name)*
- Vice President *(Insert Name)*
- Secretary *(Insert Name)*
- Treasurer *(Insert Name)*
- Immediate Past President *(Insert Name)*
- Director *(Insert Name)*
- Director *(Insert Name)*
- Director *(Insert Name)*
- Director *(Insert Name)*
- President-Elect (Optional)*
- Corresponding Secretary (Optional)*

**Guests (Audit only):** \_\_\_\_\_

**Approval of Minutes:** *(of previous meeting)*

**Correspondence:** *(incoming and outgoing)*

### Report of Officers:

**Treasurer:** *(attached to Minutes)*

- **Presentation of Invoices for Payment:** *(review and approval of invoices to be paid.)*

**Reports of other Officers:** *(President, VP, Secretary, IPP)*

### Committee Reports:

**Standing Committees:** *(Finance, PD&E and Membership)*

**Finance Committee Report:** *(report should include)*

- Review and Approval of monthly bank statement and cancelled checks
- Changes to bank accounts (signature card updates, monetary transfers, closing and opening of accounts)
- Review and approval of Chapter budget (beginning of year, Midyear and if changes are made throughout the year). *(All copies attached to Minutes)*
- *End of year audit report submitted by audit committee (attached to Minutes)*

**Special Committees:** *(Marketing, Bylaws, Strategic Planning, WIC Week, Block Kids, Design Drafting, Scholarship, etc.)*

**Unfinished Business:** *(any items unfinished from previous month)*

**New Business:** *(items that need to be brought before the board for discussion)*

**Announcements:**

**Adjournment:**

**Board Recommendations:** *(items the board recommends that need Chapter approval)*

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## SUGGESTED AGENDA – General Membership Meeting

*(template on NAWIC Website)*

National Association of Women in Construction

NAWIC Chapter Name and No.

Meeting Location

Membership Meeting Agenda

Date of Meeting

**Call to Order:**

**Opening Ceremonies:** *(per your Chapter traditions)*

**Introduction of Guests:**

**Attendance:** *(attendees should be listed or attached)*

**Program:** *(title and presenter as well as a brief description)*

**Approval of Minutes:** *(of previous meeting)*

**Correspondence:** *(incoming and outgoing)*

**Report of Officers:**

**Treasurer:**

**Reports of Other Officer's:**

**President:**

**Vice President:**

**Secretary:**

*Board Recommendations (items from the Board that need Chapter approval).*

**Immediate Past President:**

**Committee Reports:**

**Standing Committees:**

*(Finance, PD&E and Membership)*

**Special Committees:**

*(Marketing, Bylaws, Strategic Planning, WIC Week, Block Kids, Design Drafting, Scholarship, etc.)*

**Unfinished Business:** *(not finished at previous meeting)*

**New Business:** *(new items to be brought before the membership)*

**New member Installation:** *(per your Chapter traditions)*

**Announcements:**

**Adjournment:**

## EXAMPLE - RECORD OF BUSINESS CONDUCTED

*(Actual Minutes vs. Action Minutes)*

### INCORRECT – Actual Minutes

Nominations were reopened for Chapter officers. Marge Mills was nominated for Treasurer and Barbara Wommack was nominated for a position on the Board as a Director. Candidates for president, Dianne Cabinet and Beth Kisling, spoke on their qualifications, and Lil Winslow on hers for Corresponding Secretary, also Marge Mills discussed her candidacy for Treasurer. Tellers Ruth Willis and Kathy Richards collected the ballots.

### CORRECT – Action Minutes

#### **NOMINATIONS:**

President McKinley reopened nominations for chapter Officers and Directors. Nominated from the floor were Marge Mills for Treasurer and Barbara Wommack for Director. There being no further nominations for any Office or Director, nominations were closed. Candidates for the offices of President, Corresponding Secretary and Treasurer spoke on their qualifications for office. Tellers Ruth Willis and Kathy Richards distributed and collected ballots. Results of the election are as follows:

|                         |                                   |
|-------------------------|-----------------------------------|
| President:              | Dianne Cabinet                    |
| Vice-President          | Beth Kisling                      |
| Recording Secretary     | Martha Langsworth                 |
| Corresponding Secretary | Lil Winslow                       |
| Treasurer               | Marge Mills                       |
| Directors               | Barbara Wommack<br>Sharon Shelton |

A motion was made to destroy the ballots. Motion was approved.

# EXAMPLE - CORRECTLY PREPARED Board Meeting Minutes

*(template on NAWIC Website)*

## National Association of Women in Construction

NAWIC Chapter Name and No.

Meeting Location

## Board of Directors Meeting – Action Minutes

Date of Meeting

Call to Order: The meeting of the *NAWIC Any City #999* was called to order by *President (insert name)* at *4:52 PM*.

### Attendance:

- President *(Insert Name)*
- Vice President *(Insert Name)*
- Secretary *(Insert Name)*
- Treasurer *(Insert Name)*
- Immediate Past President *(Insert Name)*
- Director *(Insert Name)*
- Director *(Insert Name)*
- Director *(Insert Name)*
- Director *(Insert Name)*
- President-Elect (Optional)* *(Insert Name)*
- Corresponding Secretary (Optional)* *(Insert Name)*

**Guests** *(Audit only)*: \_\_\_\_\_

There being 6 of 9 Board members in attendance a quorum was established.

Approval of Minutes: The Minutes of the “*Previous*” Board meeting were approved as printed *(or corrected)*.

Correspondence: Incoming correspondence was passed. *(List correspondence passed.)*

### Report of Officers:

Treasurer’s Report: The “*Month*” Treasurer’s report was filed for audit.

Invoices for expenses *(listed)* were presented, moved and approved. Treasurer *(insert name)* was directed to pay the invoices as approved.

Reports of Other Officers: *President, Vice-President, Secretary or IPP*

### Committee Reports:

Standing Committees: (Finance, Membership and PD&E)

Finance: The (previous month) bank statement and cancelled checks were reviewed.

- Note any changes to bank accounts (signature cards, monetary transfers (savings to checking or vice-a-versa), and the closing or opening of accounts).
- Review and approval of the Chapter budget (Beginning of year, Midyear review or if any changes are made throughout the year). *(copies attached to the Minutes)*.

- End of year audit report submitted by audit committee (*attached to the Minutes*).

Special Committees: (Bylaws, Marketing, WIC Week, Block Kids, Design Drafting, Strategic Planning, Scholarship, etc.)

- All committee reports are printed in the Chapter newsletter (or available on the Chapter website). No additions or updates were reported. (*Include recap of reports that were presented.*)

Unfinished Business: There was no unfinished business. (*Any business not finished at the previous meeting(s).*)

Topic: *Report recap.*

New Business: Is there any new business to be brought before the Board?

Topic: *Report recap*

Announcements: There were no announcements.

Adjournment: There being no further business to come before the board the meeting was adjourned at \_\_\_\_\_ PM.

Board Recommendations:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Example

*Betty Jones*  
 \_\_\_\_\_  
 President, Betty Jones

*Amy Wilson*  
 \_\_\_\_\_  
 Secretary, Amy Wilson

Approved as Printed / Corrected: \_\_\_\_\_ (Date and Initialed by Secretary)

## EXAMPLE - CORRECTLY PREPARED Membership Meeting Minutes

*(template on NAWIC Website)*

### National Association of Women in Construction

NAWIC Chapter Name and No.

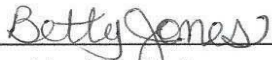
Meeting Location

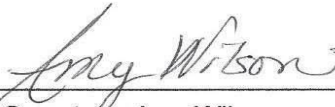
### Membership Meeting – Action Minutes

Date of Meeting

- Call to Order: The meeting of the *NAWIC Any City #999* was called to order at *5:00 PM* by *President (insert name)*.
- Opening Ceremonies: Vice President (insert name) led the attendees in the US Pledge of Allegiance followed by the inspiration.
- Introduction of Guests: We had one guest, Annie Sue Anderson from A-1 Plumbing and our newest member, Rebecca Peterson from Do-It Right Construction.
- Attendance: Each member introduced themselves along with where they work and their job title. There being 15 of 20 voting members in attendance a quorum was established (*Attendance attached*).
- Program: “The Benefits of being a NAWIC Member” was presented by Membership Chair, Janie Sue Olson.
- Approval of Minutes: The meeting Minutes of \_\_\_\_\_ were approved as printed (*or corrected*).
- Correspondence: The incoming correspondence has been passed and there was no outgoing correspondence.
- Report of Officers:
- Treasurer: The Treasurer’s report was filed for audit. Copies are available from Treasurer Smith.
- Secretary: Secretary Amy reported there were no Board Recommendations at this time.
- Committee Reports:
- Standing Committees: (Finance, Membership and PD&E)
- Special Committees: (Marketing, Bylaws, Strategic Planning, WIC Week, Block Kids, Design Drafting, Scholarship, etc.)
- All committee reports are printed in the Chapter newsletter (or available on the Chapter website).
- Unfinished Business: Bylaws Chair, Anna Lee reported that the Chapter bylaws have been approved by the National Chair.
- New Business: There was no new business brought before the assembly.
- New Member Installation: Membership Chair, Olson installed new member Rebecca.
- Announcements: None.

Adjournment:                    There being no further business the meeting was adjourned at  
6:55 pm.

  
\_\_\_\_\_  
President, Betty Jones

  
\_\_\_\_\_  
Secretary, Amy Wilson

Approved as Printed / Corrected: \_\_\_\_\_ (Date and Initialed by Secretary)

Example



## **DO'S and DON'TS ON WRITING MINUTES**

- DO** use a copy of the agenda as a guide in taking Minutes and to help write them.
- DO** record the names of all Officers and committees from whom reports are received in the meeting, and only the most pertinent facts of these reports (or attach copies of the reports to the Minutes).
- DO** request that all main motions and amendments be written, then file these copies of the motions with the Secretary's notes.
- DO** record all defeated main motions, as well as those which are approved.
- DO** record the names of persons appointed to committees and of members elected to office. Also notify them of their appointment or election unless this duty is assigned to another.
- DO** write the Minutes as promptly as possible after each meeting and send a copy to the President.
- DO** Call unfinished business items to the President's attention.
- DO** prepare a summary of Board meetings and be ready to report recommendations of the Board to the membership meeting. Be ready to read the summary and to move the adoption of any motions recommended by the Board. Make a copy for the President and keep a copy for the Secretary's file.
- DO** take the following to every meeting: The Minute's book; a current copy of the Bylaws and the Standing Rules; a list of officers, chairmen, and committee members; any other records which may be needed in the meeting; and a copy of Robert's Rules of Order, Newly Revised.
- DO** be specific when recording corrections in the Minutes. Record the date, page, and line in the Minutes of the meeting in which the correction was made. Also, hand write the correction in the margin of the Minutes being corrected, noting the date of the correction.
- DO** send a copy or a summary of the Minutes to those who, in accordance with the organization rules, are to receive this.
- DO** issue notices of meetings and write correspondence as required.
- DON'T** record discussion unless directed to do so by the assembly, and DON'T record personal opinions.
- DON'T** record main motions or any subsidiary motions which are not stated by the chair.
- DON'T** record motions which are withdrawn.
- DON'T** record an entire report in the Minutes unless directed to do so by the assembly (if report is long, it might state: "Report attached to original of these Minutes.")
- DON'T** include "Respectfully submitted" at the close of the Minutes.
- DON'T** forget to sign the Minutes and to initial them after approval.

## **RESPONSIBILITIES OF CORRESPONDING SECRETARY**

Duties of your office are spelled out in the NAWIC Bylaws - Article VII - Duties of Officers, Section 4 - Chapter Bylaws. These Bylaws are the authority under which you will operate, and you will be required to perform the duties stated therein.

1. Notify all members of the time and place of Chapter meetings.
2. Prepare correspondence of the Chapter as requested. Letters you write for your Chapter should avoid both the stilted, out-of-date formality we see in many business letters and the breezy, informal style you might use in your personal correspondence. Your letters should be friendly, to the point, and complete, containing all the information the recipient needs without extraneous details. Letters of invitation should be sent far enough ahead of time to allow the person you are inviting to make arrangements easily. "Thank You" letters must be sent promptly, the next day if at all possible. Keep a copy of any letter you write until you are purging your files at the end of your term. A copy of correspondence should be given to your Chapter President. Other documents required by NAWIC which you will complete and forward will specify additional copies and to whom they must be sent. Retain correspondence files for two years.
3. File all documents and essential correspondence: Neat, complete, well-organized files are essential to the proper functioning of any organization. Files should be clearly labeled, logically organized, up-to-date, and free from outdated material. Retention of important correspondence is two years. Most casual correspondence can be discarded at the end of your term.
4. Perform such other duties as may be required:
  - a. Make a calendar and follow it through the year. List those items that need letters and recognition and see that they are sent in a timely manner.
  - b. Submit annual report of activities of office in accordance with deadline established by Chapter President.

## FREQUENTLY ASKED QUESTIONS

1. What are the quorum requirements for both Board and Membership meetings?  
Board Meeting – A majority of the board members (50%) plus 1.  
Membership Meeting – 1/3 of the Chapter voting members.
2. Is a quorum figured from total in attendance or total Chapter voting members?  
A quorum is based on the total Chapter voting members.
3. If you don't have a quorum in attendance, is it actually a business meeting?  
You can still hold a meeting. If something needs to be voted on it will have to be tabled until there is a quorum present.
4. You have 60 members, 20 in attendance but 2 are students and 1 is retired, is it a quorum?  
No. All 20 in attendance would need to be voting members to meet the 1/3 quorum requirement.
5. Is a quorum based on the roll call or how many voting members are in attendance at the time of the vote?  
It is based on how many are in attendance at the time of the vote.
6. Is it mandatory for a Chapter to have an audit committee to audit the Minutes?  
No, it is the President's discretion whether to appoint an audit committee.
7. As a member am I allowed to bring up errors, changes or corrections to the Minutes? Yes, don't be afraid to speak up if you find a mistake in the Minutes. If you detect an error while reviewing them, go ahead and give the Secretary a call. She can verify the error, and when it comes time for the Minutes to have action at the meeting, the Secretary should say the Minutes were published (or distributed) and "please note the correction or change to be made." It is important the Minutes be accurate as this is a history of the Chapter activities.



**You are never alone in this Chapter Secretary's position!**

***Good Luck and Have FUN!!!***