Be the SECRETARY
Be the Secretary

Congratulations on being elected secretary. You’re going to be incredible! As secretary you will help organize and keep records for your club. So jump in and get started right away. Create a roster of your members. Ask them for their email addresses, birthdays and what grade they’re in. You can use this information in several ways: to take attendance at each club meeting, to communicate with members outside of meetings, and to celebrate birthdays at club meetings.

Another important responsibility of the secretary is to record minutes at each meeting. It’s more than just a matter of writing things down. It requires an organized approach:

• **Before the meeting:** Create a template to help take notes at the meeting. The template should have space for important information like the date, members at the meeting, special events, guest speakers, topics discussed and assigned actions or decisions made.

• **During the meeting:** Use your template to record what happens. Focus on anything members will need to follow up on, paying attention to what is discussed, decided or planned. Don’t worry about minute-by-minute details or what someone wore or who disagreed about what.

• **After the meeting:** Review your notes and add comments or details. You may be responsible for typing your notes or filing the written copy for others to review. At the next meeting, you will need to give a quick overview of the notes from this meeting.

Staying organized is one of the major challenges of being the club secretary. Here are some tips to keep you organized:

• **Make time.** Schedule a weekly time to organize and update your files and reports.

• **Keep track.** Checklists and calendars can be a great way to stay on top of everything.

• **Find a space.** Find a designated space for digital and hard copy material. You might invest in a flash drive, or research online file-sharing programs so you don’t lose anything you’re working on. And talk to your Builders Club advisors to see if there is a physical space in the classroom or office where you can safely store binders, files, etc.

Check out the IDEA toolkit for club officers at buildersclub.org/IDEA. This toolkit will help you guide the club to achieving a high-impact service project.

If your actions inspire others to dream more, learn more, do more and become more, you are a leader.

JOHN QUINCY ADAMS