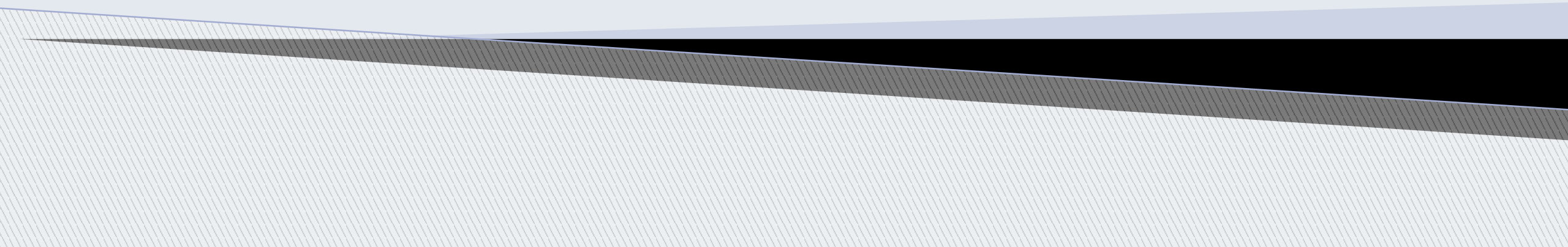


Being a Successful Secretary

Presented by Doireann Nic Dhonncha



Being a Successful Secretary



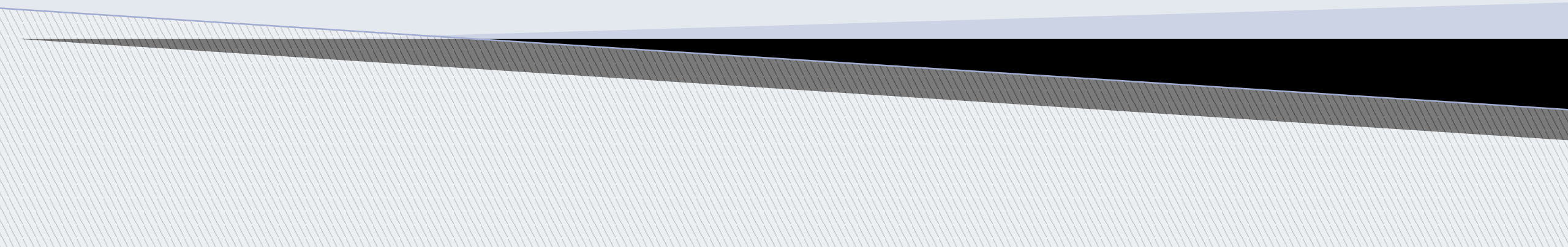
Learning Outcomes

- ▶ Role of your Society
 - ▶ Role as Secretary
 - ▶ Meeting Management
 - ▶ What makes a Good Secretary
 - ▶ Continuity
- 

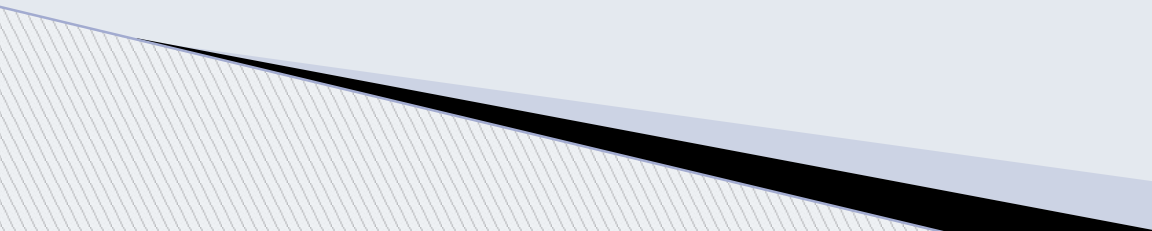
The Role of Your Society

Who are your Key Players?

How to facilitate them?



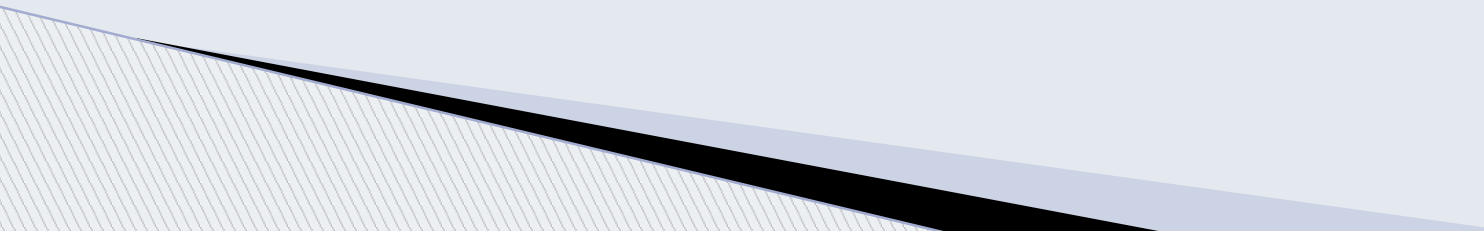
Role of Society – Key Players

- ▶ Committee
 - ▶ Membership
 - ▶ University
 - ▶ Community
 - ▶ Wider World
- 

Key Players – Committee

- ▶ Team
 - ▶ Different Skills
 - ▶ Different Responsibilities
 - ▶ Different expectations
-
- ▶ Shared Mission
 - ▶ Shared Goals
 - ▶ Achieve a win-win for all

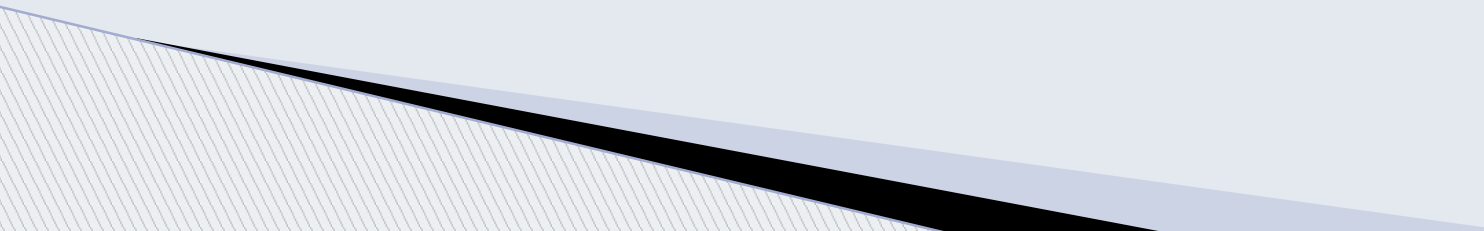
Secretary's Response

- ▶ Organise a meeting at start of year
 - ▶ Do some team-building exercises
 - ▶ State your expectations
 - ▶ Organise system of communication for committee
 - ▶ Clarify your role/responsibilities
- 

Key Players – Membership

- ▶ Active Members
 - ▶ Want to help and fully engage in your activities
 - ▶ Are regulars at your events and meetings.
 - ▶ Attend AGMs and EGMs
-
- ▶ They want responsibility – give it to them
 - ▶ ALIVE Cert

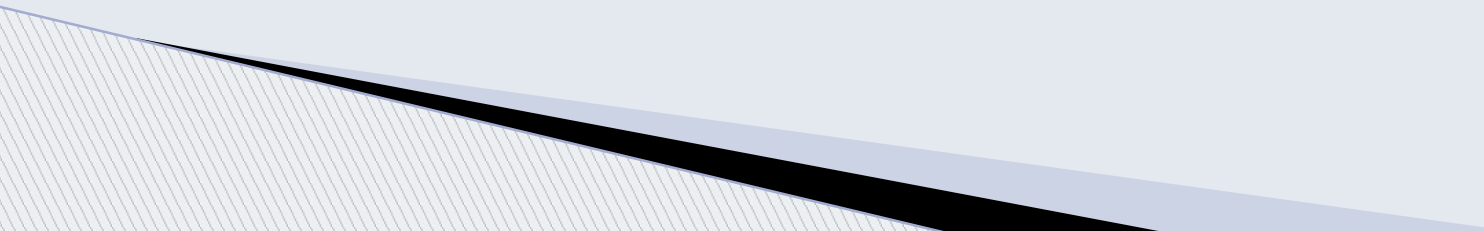
Secretary's Response

- ▶ Keep separate mailing list of active members
 - ▶ Intervarsities, productions, trips abroad
 - ▶ Get to know them – know their names!
- 

Passive Membership

- ▶ Attend events occasionally
- ▶ May only be interested in certain events

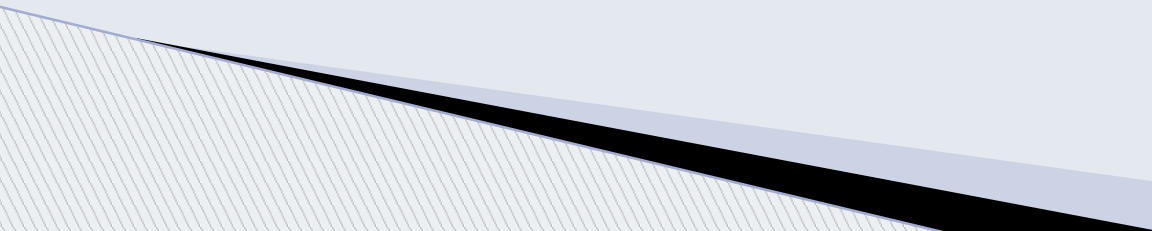
Secretary's Response

- ▶ Send regular communications i.e. weekly email
 - ▶ Know of them – know their faces
- 

Key Players – University

- ▶ **Contribution to campus life**
 - Academic
 - Cultural
 - Entertainment
- ▶ College Graduate Attributes
- ▶ Leadership Programme

Secretary's Response

- ▶ Invite key university personnel to events
 - ▶ Liaise with Marketing Office
 - Press releases
 - Photos
 - ▶ Partake in Society Surveys
 - ▶ Flirt FM/Sin
- 

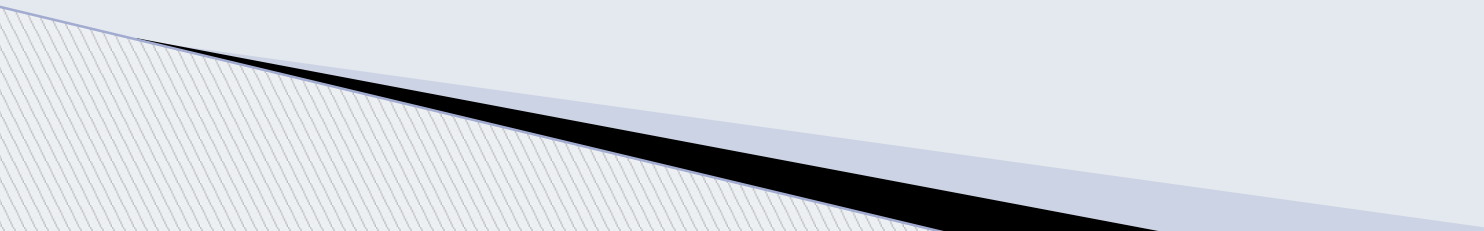
Key Players – Community

- ▶ Associate organisations
 - Charities
 - Interest Groups
 - ▶ Think beyond the university
 - ▶ Sponsorship opportunities
- 

Secretary's Response

- ▶ Create contact list of key partners
 - ▶ Build working relationships
 - ▶ Attend community events
 - ▶ Solicit sponsorship
- 

Key Players – Wider World

- ▶ Raising awareness of global issues
 - ▶ Advocacy
 - ▶ Liaise with external national & international groups
 - ▶ Foreign travel
 - ▶ Guest Speakers (National/International)
- 

Role as Secretary

Recording Secretary

Corresponding Secretary

Recording vs. Corresponding

- ▶ Recording Secretary
 - Responsible for all internal communications
 - Records all non-financial transactions of society
- ▶ Corresponding Secretary
 - Responsible for all external communications

Often both roles carried out by same person



However...

- ▶ **Each society has their own unique set up**
 - Constitutional differences
 - Accepted norms/practices
- ▶ Clarify your role!
- ▶ Communication is KEY!



Duties of Recording Secretary

- ▶ Create the **Agenda** for Meetings (in conjunction with Auditor)
 - ▶ Take **minutes** of meetings
 - ▶ File all documents (non-financial)
 - ▶ **Compliance with Constitution and Society Rules**
 - ▶ Internal communications with Committee, members etc.
 - ▶ Keep up-to-date record of Committee (Dashboard)
- 

Duties of Corresponding Secretary

- ▶ Social Media (Updates)
- ▶ Press Releases
- ▶ Flirt FM/Sin
- ▶ Correspondence with key partners, sponsors



Duties of Secretary

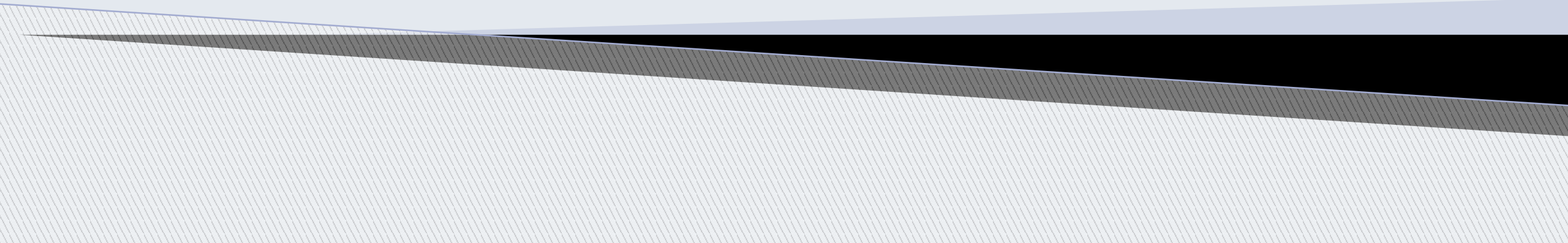
- ▶ UPDATE SOCIETY CALENDAR!
- ▶ Weekly email, SMS
- ▶ End-of-Year Secretary Report
- ▶ Handover Documents
- ▶ **Data Protection**
 - **BCC Emails, not CC!**
 - **NO personal data (emails/contact details) to be given to third parties**

Duties of Secretary

- ▶ Secretary is a CORE POSITION on each Committee
- ▶ Ensure these duties are carried out, even if you are not the one carrying them out.

Internal Communications

How to keep in contact
with your committee.



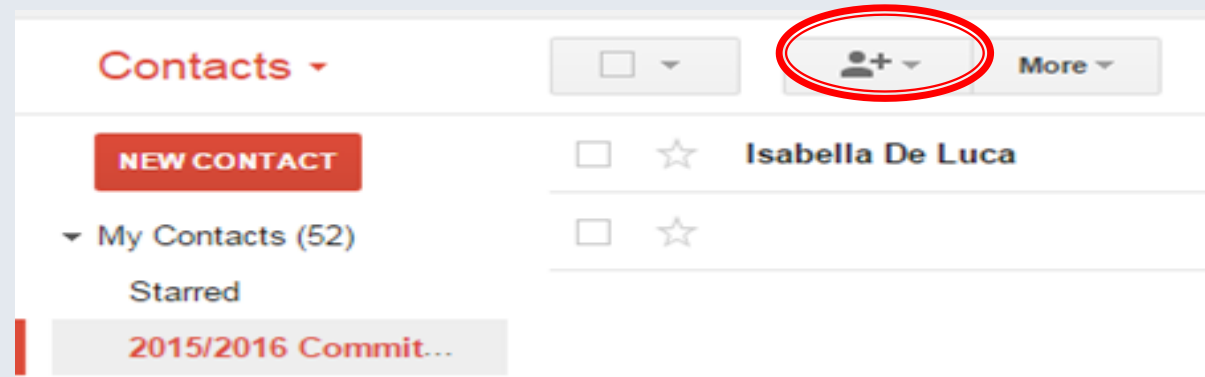
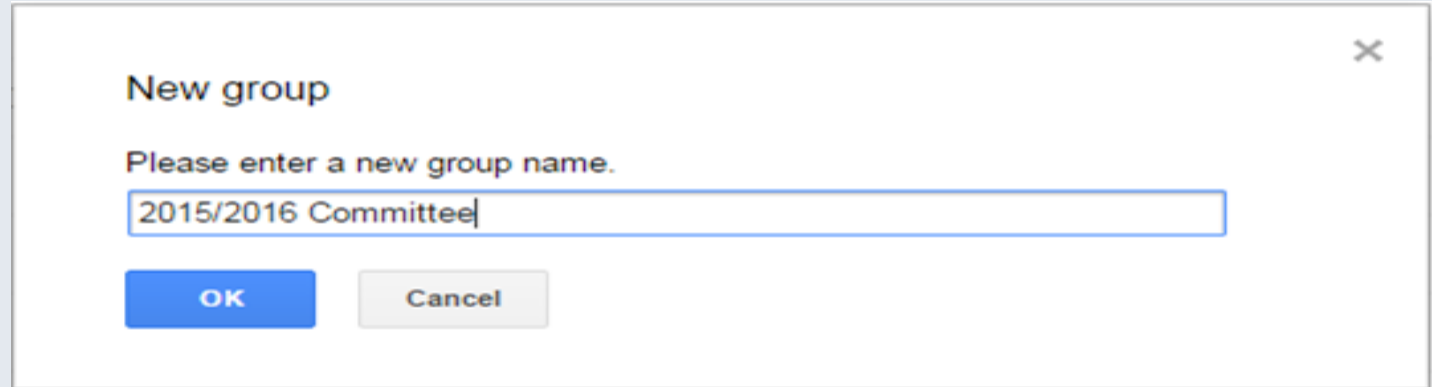
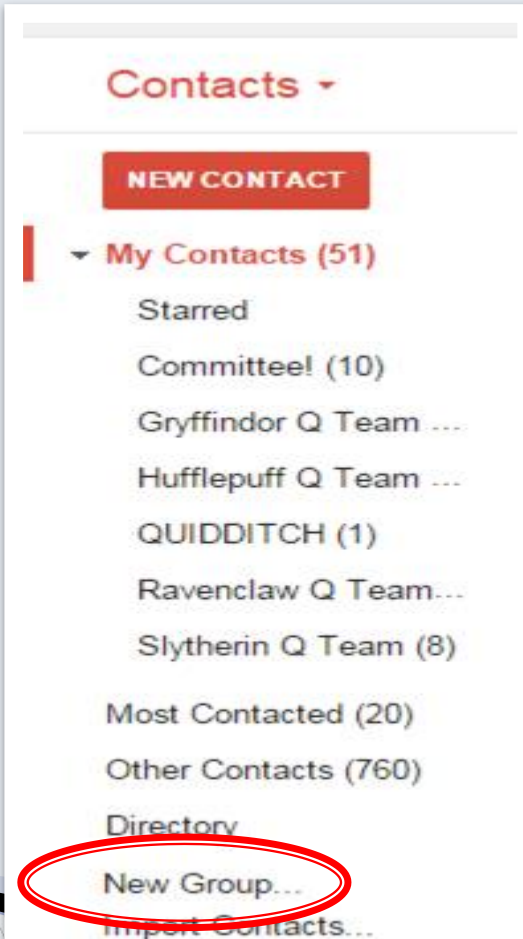
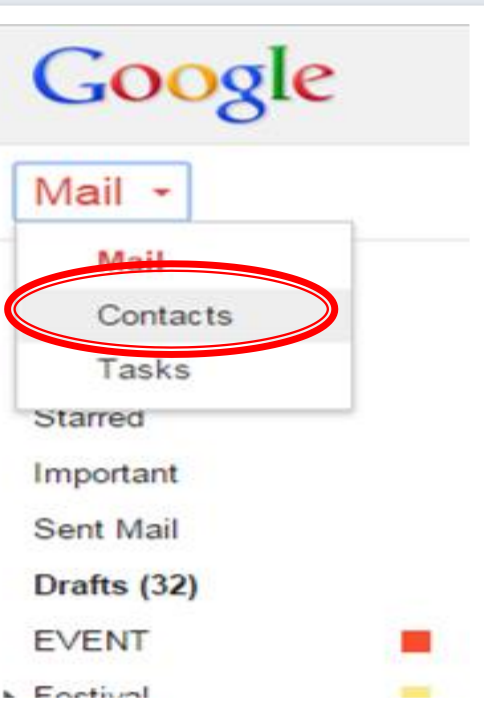
Email and text

The primary way of keeping in touch with your committee should be committee meetings, email and text messages from the society account.

- ▶ Facebook groups and social media should function as supplementary communication.
- ▶ Not everyone uses social media and you cannot rely on them to check their notifications regularly.

Gmail

At the start of the year, the secretary should set up a contacts group for committee members.



Check on the Dashboard to see your committee email addresses.

Membership Groups

French Soc

	Add Group	Click to expand
All Members	/Members/	/Upload/ /View/ /Edit/ /Delete/
New Members	/Members/	/Upload/ /View/ /Edit/ /Delete/
Committee	/Members/	/Upload/ /View/ /Edit/ /Delete/
Current Members	/Members/	/Upload/ /View/ /Edit/ /Delete/
ERASMUS	/Members/	/Upload/ /View/ /Edit/ /Delete/
Socs Day 2	/Members/	/Upload/ /View/ /Edit/ /Delete/

Membership groups on your Dashboard are another excellent way of ensuring your committee members are informed about events and committee meetings.

▼ Hi French Soc, (not you?)

COMMUNICATE

Send SMS

COMMITTEE

View Committee

CALENDAR

Calendar System

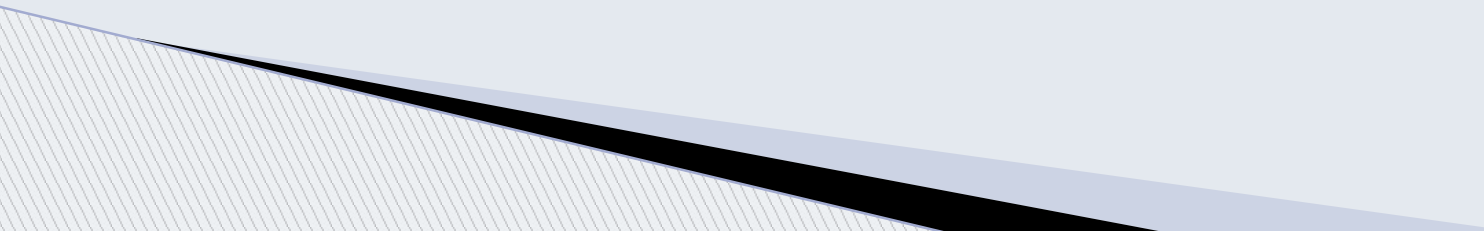
NEWS & ARTICLES

View News Write an Article Write a Review

MEMBERSHIPS & GROUPS

View All Members Add Members Upload Excel Groups

How to write an email to your soc

- ▶ Remember to keep your audience in mind.
 - ▶ Be fun and casual if it suits your society – maybe not so much with a serious departmental guest lecture, for example.
 - ▶ Don't forget to include a short, to the point subject – eye catching when people scan their emails.
- 

How to write an email to your soc


- ▶ Assume that your reader knows nothing about the event you are publicizing
- ▶ Include a clear **description**, **date**, **time**, **venue**, **ticket** information where relevant and **any extra information** that might entice people to come.

Texts

You are here → **NUI GALWAY HOME** >

▼ Hi French Soc, ([not you?](#))

COMMUNICATE


 **Send SMS**


[Account](#) [Mailing List](#)

COMMITTEE & PROFILE


 **View Committee**

 **Committee Archive**

 **Edit Profile**

 **View Profile**

CALENDAR

 **Calendar System**

 **View Calendar**

 **View All Calendars**

 **Add Event**

NEWS & REVIEWS

Remaining Credit: 765 units

Member Group:

NewMembers (0 Units) ▼
NewMembers (0 Units)
Committee (13 Units)
CurrentMembers (581 Units)
ERASMUS (0 Units)
SocsDay2 (0 Units)

2015 ▼

Sender Date:

Deliver Time:

Text Message: (max 160 chars.)

Type your message here

Characters left: 160

Calendar

Login at
yourspace.nuigalway.ie

Secure | https://socs.nuigalway.ie

Apps ★ Bookmarks Drive Gmail Socs Website ISS Tickets YourSpace Room Booking Rise Pexels Pixabay 0 Messages Other bookmarks

NUI Galway
OÉ Gaillimh

Shop Room booking Society Info Themed Weeks Leadership Login Finance YourSpace

HOME | SOCIETIES | CALENDAR | NEWS | VOLUNTEERING | CONTACT | RESOURCES ▾

Welcome to NUI Galway Societies

LATEST NEWS
UV Silent Disco

You Tube Twitter Facebook

LIVE NCAA COLLEGE FOOTBALL
Saturday 5pm
Meeting Room2
Aras na Macléinn
Weekly NCAA American Football Society

DAMIAN CLARK
2/10/17 6PM
with support & pizza
"Hilariously surreal... amazing" - The Scotsman
Comedy Central, RTÉ, TV3, BBC3 & JOE.ie
Edinburgh Fringe
Damian Clark with support!

CHARITY TABLE QUIZ
We invite YOU to come along and test your knowledge in aid of:
When?: Tuesday, 3rd October @ 8pm
Where?: Sult
SOME AMAZING PRIZES UP FOR GRABS!
Table Quiz

GUMS PRESENTS: ONE WEEK MUSICAL CHALLENGE
Wednesday 4th October 9p.m
The View, Aras Na Mac Lein
If you want to take part in our one week musical challenge...
'One Week Musical' sign up night
gums



Adding an event to the calendar:

1. Log on to your Society Dashboard

Content



Profile

Update your societies profile details on the website



Social Media

Add your societies social media links here



News

Publish news about your society



Posters

Upload posters for your society events



Gallery

Upload images for your society gallery

Calendar



Add Event

Add an event to your calendar



Calendar

Calendar view of events



This years events list

A full list of events for the year.



Guest lists and Event Check In

Guest Lists and Check In Events



Attendance

Add Attendance At Calendar Events

Membership



Your Societies committee

A list of all your committee members



Your Membership

List of all your members



Add Members

Add new members manually or using a barcode scanner



Remove Members

Remove members from your society



Membership Groups

Your membership groups



Upload List

Upload a file of members



Adding an event to the calendar:
2. Go to Calendar & Add Event

* Title	Event Title
For	Dramsoc

WHEN

* From

From

9:00 AM

* To

to

10:00 AM

All Day

NO

* Repeat

One Time Event

WHERE

* Location	On Campus
Venue/Room	e.g. Room number or venue name 

DETAILS

* Event Type

Select a category for this event

Search Tags

optional hash tag

* Event Status

Approved

Highlight Event

✖

NO

Details

B

U

Arial ▼

A ▼

</>

?

More Publishing Options 

Adding an event to the calendar:

3. Input details

Make sure you have a
confirmed ROOM
BOOKING!

Edit your Calendar entry if anything changes. ➤



Facebook groups

Remember

- ▶ Facebook is not intended as a replacement for other forms of communication, but can **supplement** regular committee meetings, emails and texts.
- ▶ Not everyone is on Facebook – make sure your minutes and agendas are also recorded elsewhere (e.g. Google Drive)
- ▶ Check your constitution for the number of days notice required before committee meetings – as there can be a temptation to call impromptu meetings via social media.

-  News Feed
-  Messages 2
-  Events 7
-  Photos
-  UL Drama Society 2
-  MA Psych UL 2014/... 4
-  PS6081 Group Dat... 1
-  The Actor's Nightm...
-  Work Psychology 1
-  Research Methods ... 1

PAGES

-  Socs Box
-  Pages feed 20+
-  Like Pages 2
-  Create Page
-  Create Advert

GROUPS

-  Drama at NUI Gal... 20+
-  Galway University ... 13
-  One Act Opening
-  New Groups
-  Create group

APPS

FACEBOOK GROUPS

Create New Group

Group name

Members

Favourites

☐ Add this group to your favourites.

Privacy

☐  **Public**

Anyone can see the group, its members and their posts.

☒  **Closed**

Anyone can find the group and see who's in it. Only members can see posts.

☐  **Secret**

Only members can find the group and see posts.

[Learn more about groups privacy](#)

Cancel

Create

OR

- News Feed
- Messages 2
- Events 7
- Photos
- UL Drama Society 2
- MA Psych UL 2014/... 4
- PS6081 Group Dat... 1
- The Actor's Nightm... 1
- Work Psychology 1
- Research Methods ... 1

PAGES

- Socs Box
- Pages feed 20+
- Like Pages 2
- Create Page
- Create Advert

GROUPS

[More](#)

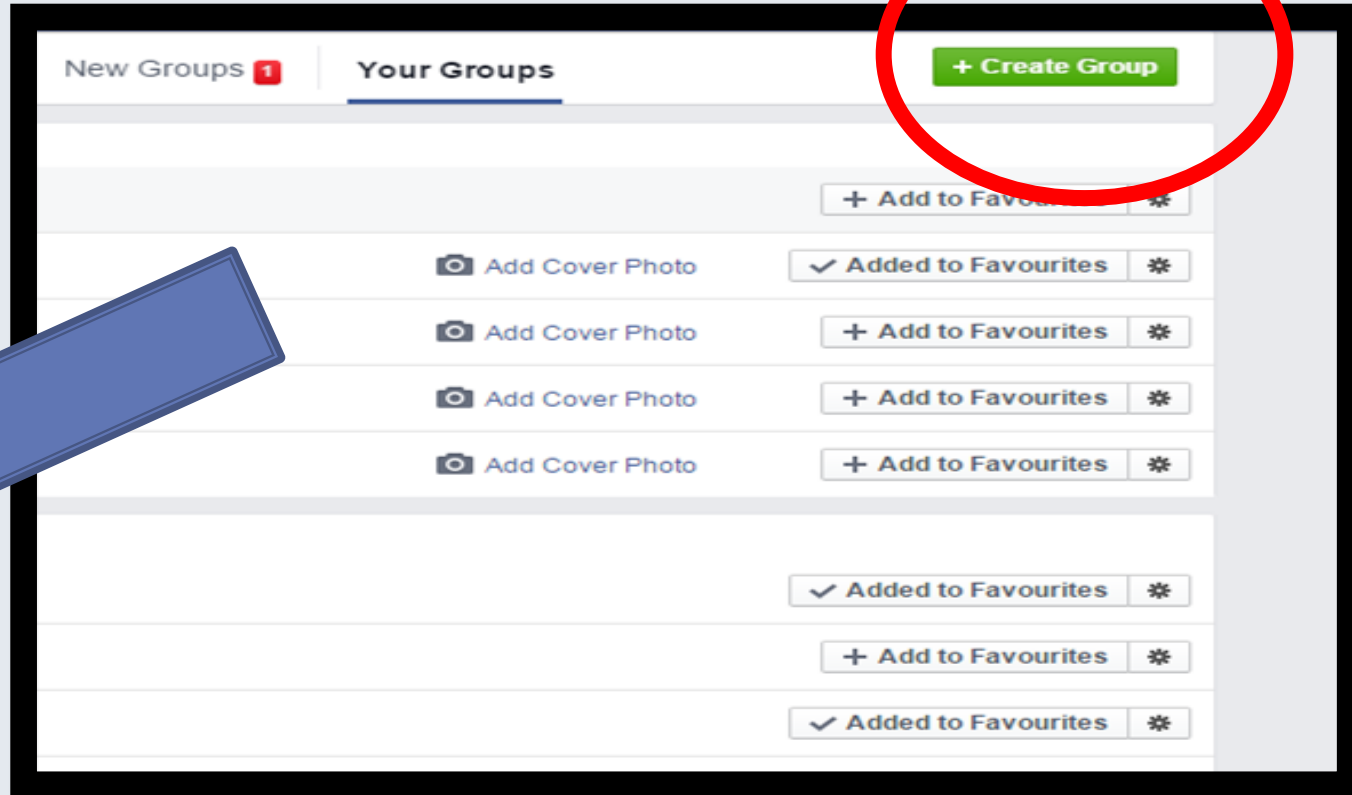
- Drama at NUI Gal... 20+
- Galway University ... 13
- One Act Opening
- New Groups 1
- Create group

APPS

- Games 1
- On This Day
- Candy Crush Saga 1
- Translate Facebook
- Games Feed 20+

FRIENDS

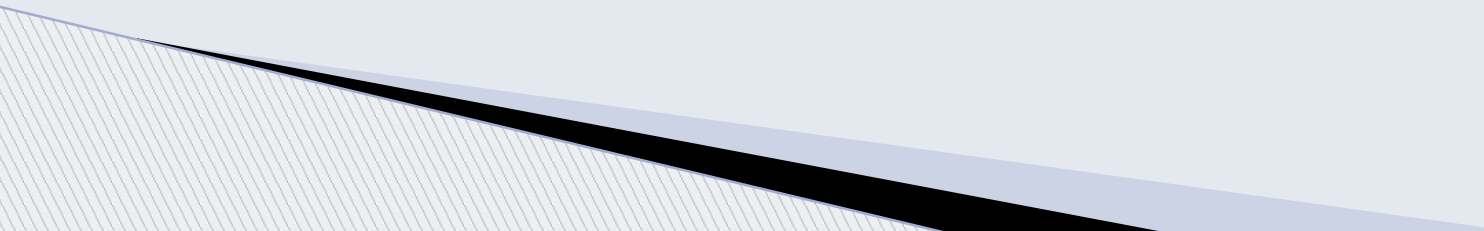
- Close Friends 18



Facebook groups

- ▶ Make sure you choose your privacy settings carefully – secret groups are the safest.
- ▶ Add to favourites for easy access.
- ▶ Can be used to share documents such as agendas and minutes.
- ▶ Include the year in your group name (E.g. Dramsoc Committee 2015/2016).
- ▶ Assign an administrator to keep an eye on conduct (see: social media policy).

Facebook groups

- ▶ Groups can be a great way to keep in contact with active society members.
 - ▶ Like pages are not a reliable form of communication as **only 10% of your fans** will see your statuses.
 - ▶ In contrast, members can choose to receive notifications from their groups.
 - ▶ Groups are also better for stimulating debate and conversation between members.
- 

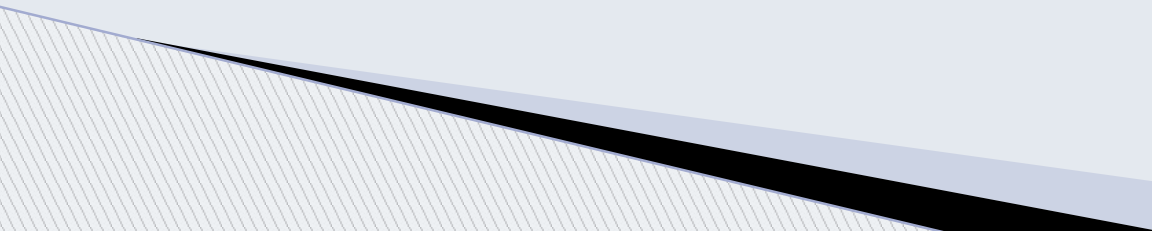
PROS

- ▶ Easy to use
- ▶ Easy to communicate with committee
- ▶ Can share files easily
- ▶ Discussions are open and can be seen by everyone
- ▶ Recorded instantly no minutes

CONS

- ▶ Can get messy
- ▶ Too many voices
- ▶ Miscommunication
- ▶ Difficult to control
- ▶ Not everyone keeps track of notifications
- ▶ May undermine the importance of committee meetings.

Don't forget

- ▶ University disciplinary and social media policy apply to all communication sent on behalf of the society.
 - ▶ **Societies are strictly forbidden to advertise alcohol.**
 - ▶ Sense of humour is not always as transparent in writing.
 - ▶ Avoid targeting individuals or making inside jokes.
 - ▶ Don't say anything that you wouldn't say to a diverse group of people in person.
- 

Google Drive

Can be used to:

- Communicate with committee
- Archive and organise documents
- Upload receipts
- Update agendas
- Store posters for easy printing.



All societies have a Google Drive that comes free with their society email address. Share the password with committee members.

PROS

- ▶ Keeps all information together
- ▶ Usable by a large group
- ▶ Share files instantly between members
- ▶ Connectable to apps
- ▶ Mobile app available
- ▶ It's free

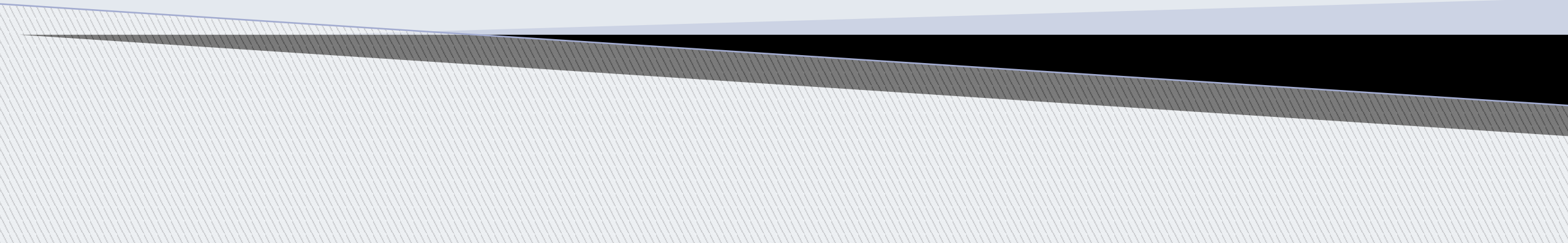
CONS

- ▶ May seem complicated
- ▶ Lots of things to learn
- ▶ Committee members will need their own Gmail account to contribute individually to documents.

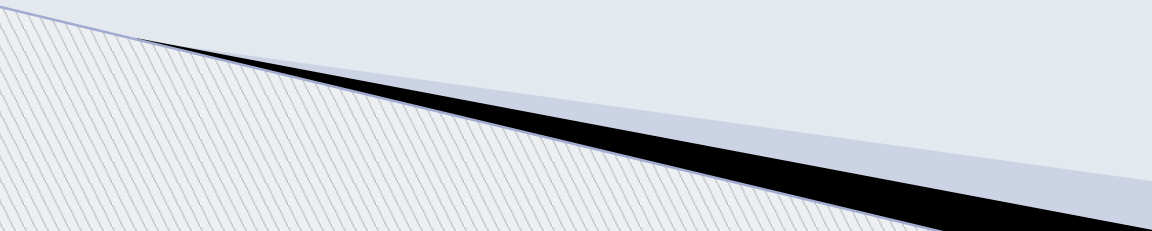
Use your drive!!

- ▶ Each one of you should be aiming to win society awards and go to BICS!
- ▶ Come awards season, you will have a great record of all your events, posters and documents.
- ▶ It will save you so much time and heartache if you need to make a portfolio.
- ▶ It's also a great way to get everyone to contribute to agendas on an official basis rather than casually on Facebook etc.

Constitutions



Constitution (Relevant to Secretary)

- ▶ Affiliations with External Bodies
 - ▶ Standing Orders
 - ▶ **QUORUM**
 - ▶ Voting
- 

Changes to Constitution

2 Stages

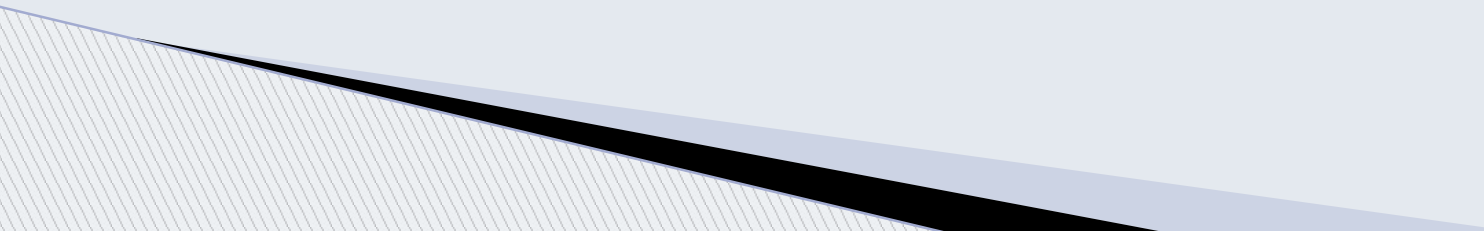
1. Get approval of changes by vote at AGM/EGM
1. Submit proposed changes to USCG for approval

Constitution

But always remember...

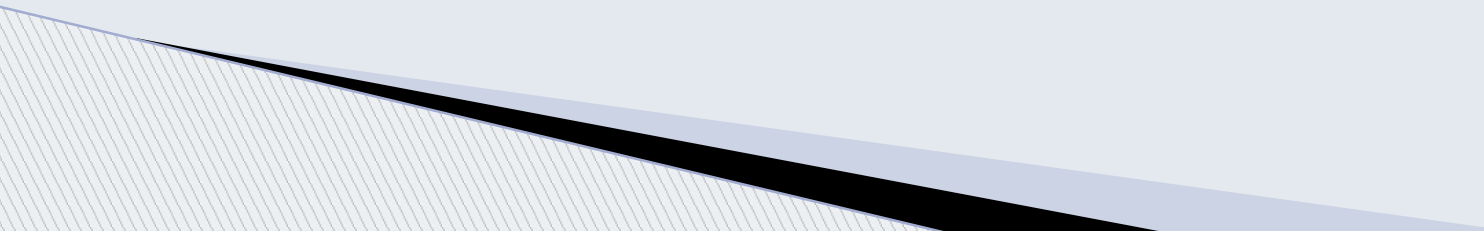
- ▶ Different societies have different Constitutions!
- ▶ CHECK YOUR CONSTITUTION!!!

Society Policies

- ▶ University Postering Policy
 - One poster per event per noticeboard
 - ▶ Policy on Authorised Absences
 - ▶ University Alcohol Policy
 - ▶ Anti-Bullying/Harassment Policy
- 

Meeting Management

Types of Meeting

- ▶ Annual General Meeting (AGM)
 - ▶ Extraordinary General Meeting (EGM)
 - ▶ Committee Meetings
- 

AGM

- ▶ End of Semester 2
- ▶ Must give MINIMUM of 1 week's notice (7days)
- ▶ Must be well publicised

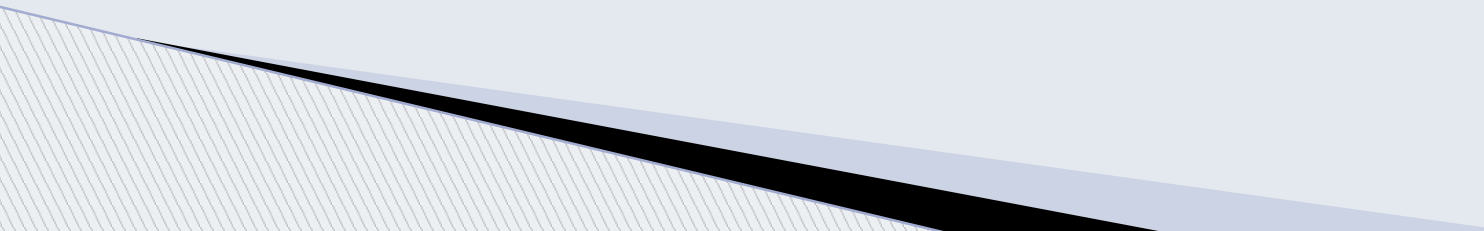
- ▶ Elect next Years Committee
- ▶ Review Constitution
- ▶ Only registered members can vote (have membership list)
- ▶ Present a secretary's report
- ▶ Update next Year's Committee in Secretaries Report

EGM

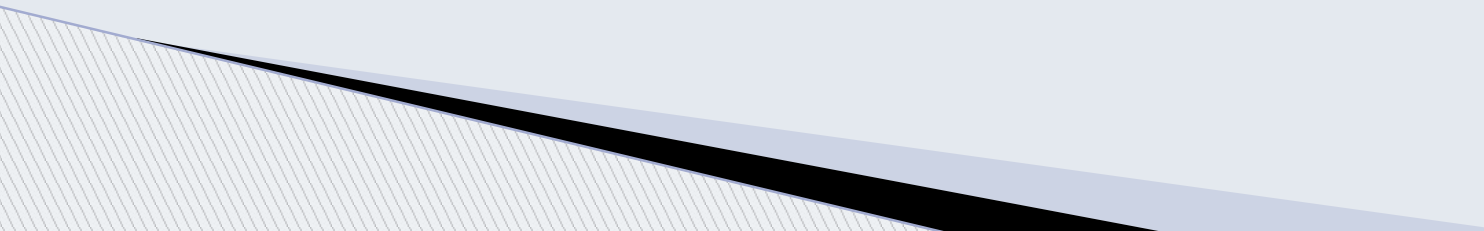
- ▶ Held at any time of year
 - ▶ Must give MINIMUM of 1 week's notice (7days)
 - ▶ Must be well publicised
-
- ▶ Elect outstanding Committee positions
 - ▶ Approve proposed changes to Constitution

Committee Meetings

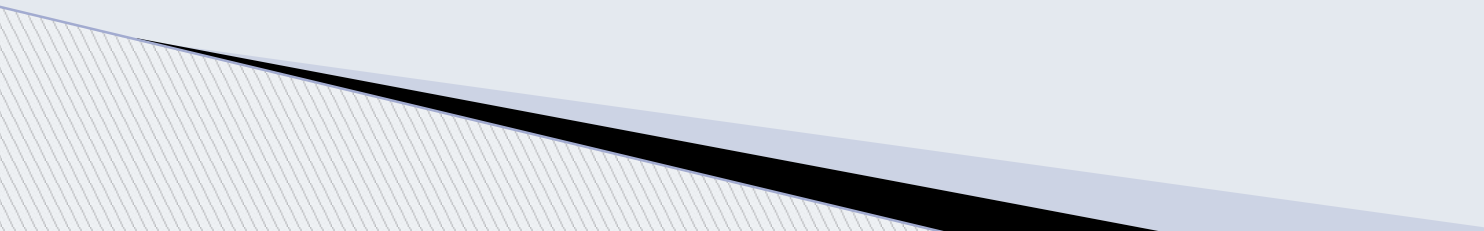
- ▶ Regular meetings by Committee
 - ▶ Decision-making

 - ▶ A good Committee gets things done
1. **Efficiently** (doing things right)
and
 1. **Effectively** (doing the right things)
- 

Agenda

- ▶ Gives purpose to your committee meeting (road-map)
 - ▶ Objectives of the meeting
 - ▶ Prepared in conjunction with Chairperson
 - ▶ Distributed prior to meeting
- 

Creating a Meeting Agenda

- ▶ Date, time & location
 - ▶ Matters Arising (from previous meeting)
 - ▶ Topic Headings
 - ▶ Supplementary material (where necessary)
- 

Sample Agenda

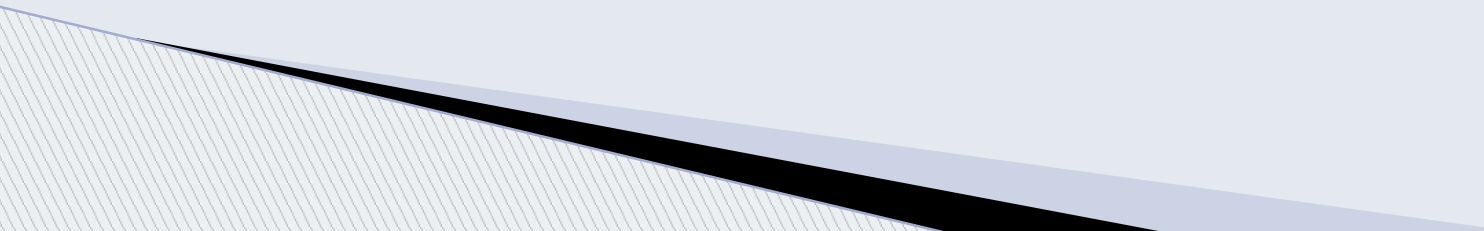
Committee Meeting, Semester I, Week 3

21st September, 2015, Room 203, Main Building

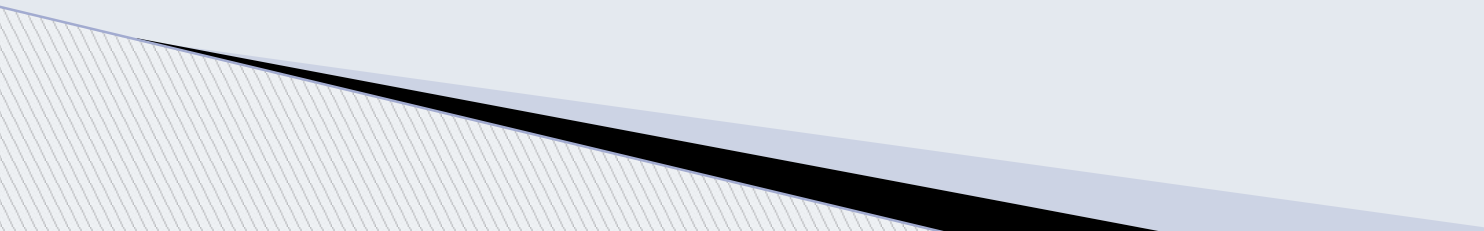
7:00 pm

1. Minutes of previous meeting
2. Matters arising:
Deposit on hotel room for guest speaker
3. Discussion on next week's guest speaker:
 - ▶ *Collecting from airport;*
 - ▶ *Arranging dinner;*
 - ▶ *Preparations for reception.*
4. Any Other Business

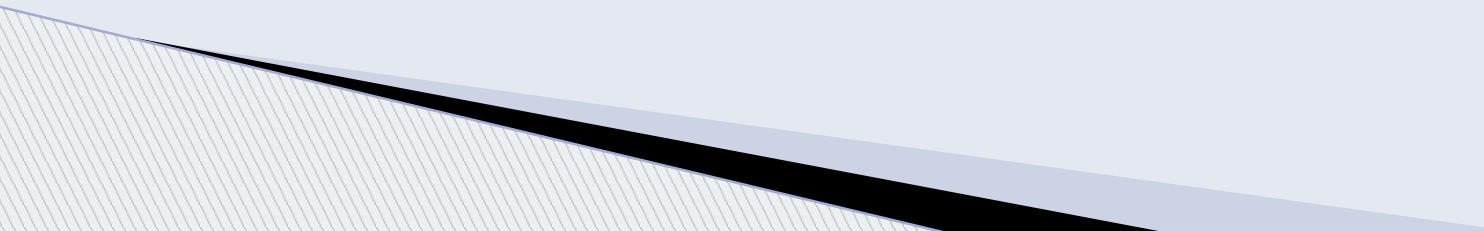
What to Bring to Meeting

- ▶ Meeting Agenda
 - ▶ Supplementary material
 - ▶ Laptop/Minute Template/Pen & Paper!!
 - ▶ Attendance Sheet
 - ▶ Minutes from previous meeting.
 - ▶
 - ▶ Correspondence received by the Society
- 

Before the Meeting

- ▶ Choose suitable time.
 - ▶ Choose suitable location
 - ▶ Give suitable notice of meeting to the Committee
 - ▶ Set a time-limit and stick to it!
 - ▶ Arrange room to suit group e.g. put tables in a circle
- 

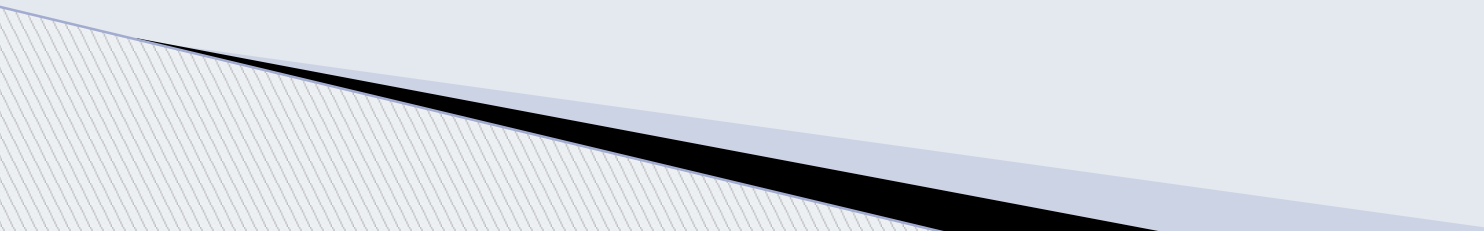
Meeting Minutes

- ▶ Record of decisions taken and expected future actions
 - ▶ Rationale behind decisions
 - ▶ Convey details of meeting to absentees
- 

Buzz Soc Meeting

▶ Click here

What to Record

- ▶ Attendance
 - ▶ Pros & cons of a discussion
 - ▶ New information
 - ▶ All motions (passed and defeated), exactly as they have been stated
 - ▶ Every action taken & an expected action
 - ▶ How each agenda point was discussed
 - ▶ AOB
- 

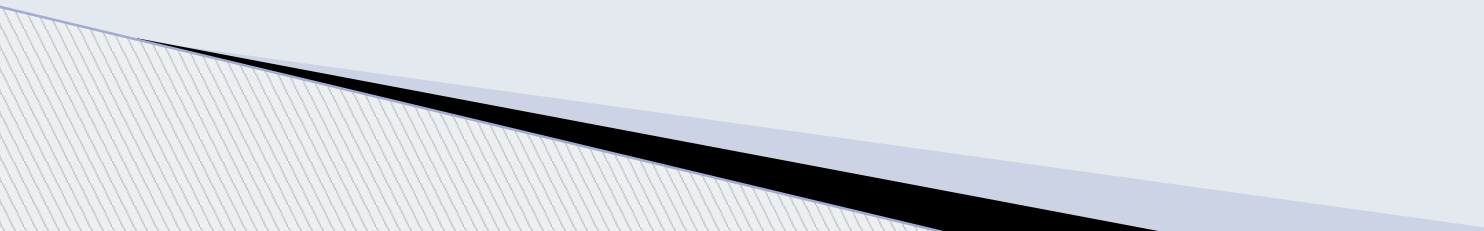
What NOT to Record

- ▶ **Motions withdrawn** (i.e. motions not formally seconded or put to a vote)
- ▶ Gossip
- ▶ Personal comments
- ▶ Defamatory material
- ▶ Speakers experience
- ▶ Redundant information

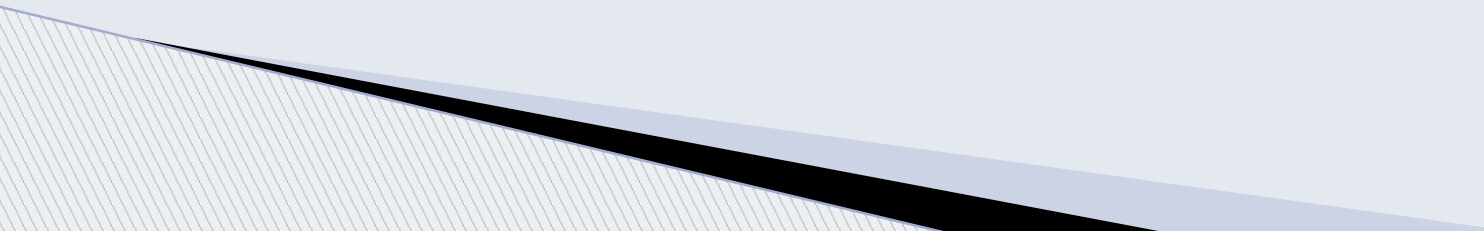
Minutes are a formal record of your society's actions, and should be treated as such!



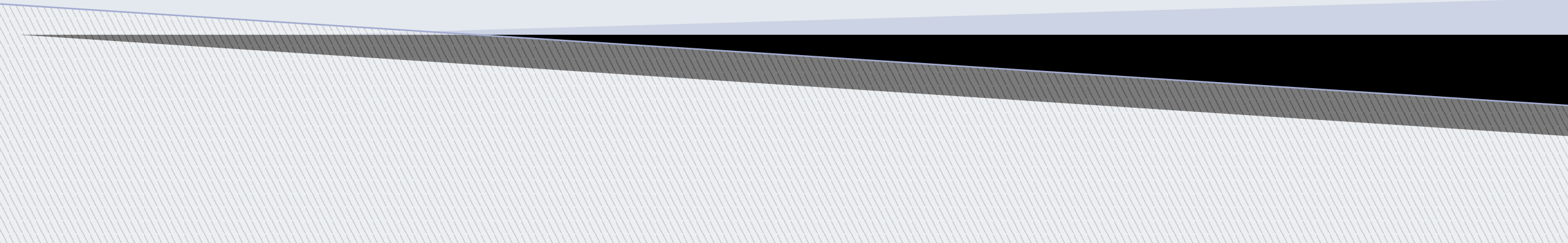
Minutes – “Bottom-line” Information

- ▶ Where is event happening?
 - ▶ When is it happening?
 - ▶ Does it clash with other events?
 - ▶ Is a room/venue booked?
 - ▶ What is our budget?
 - ▶ What is our cost? Food, refreshments, guest speakers?
 - ▶ What materials/equipment do we need?
 - ▶ Who is getting what?
- 

After the Meeting

- ▶ Draft minutes for Chairperson's approval
 - ▶ Circulate minutes (Google Drive)
 - ▶ Send action lists to individual committee members
 - ▶ Send correspondence as decided by Committee
- 

What Makes a Good Secretary



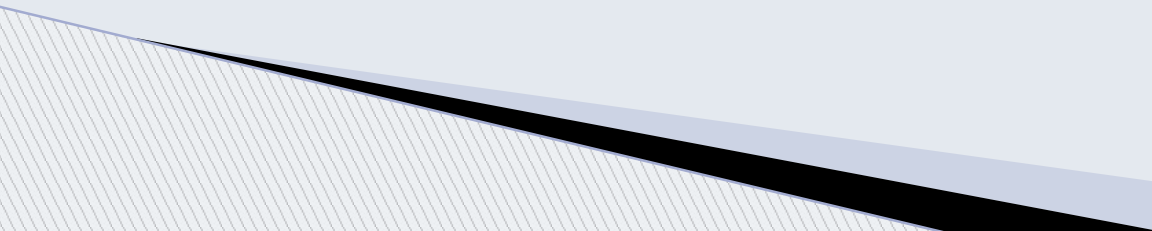
What Makes a Good Secretary

‘The role of Secretary of a Committee is key to the efficient functioning of the Committee, particularly in volunteer organisations with no paid staff members.’

<http://www.diycommitteeguide.org>

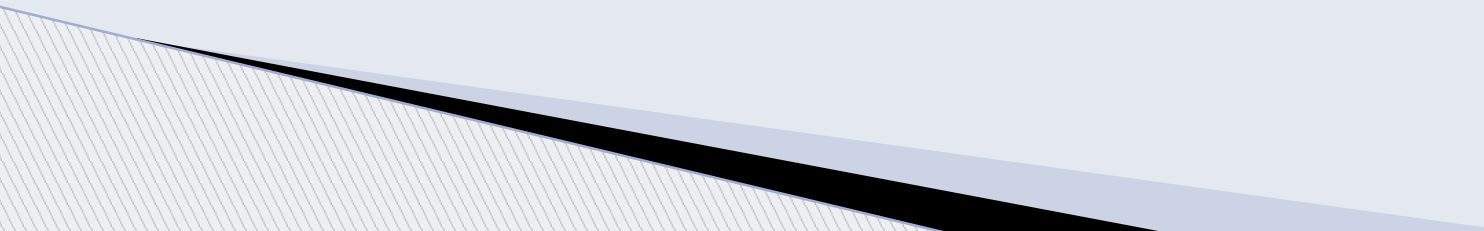


Qualities of a Good Secretary

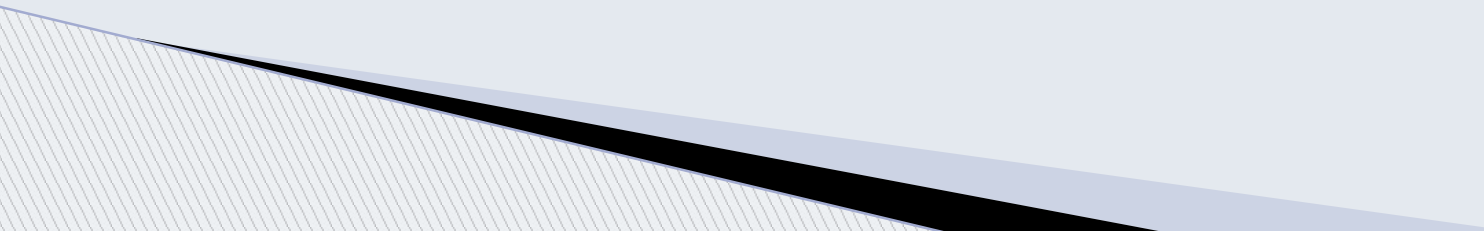
- ▶ Methodical (good eye for detail)
 - ▶ Well-organised
 - ▶ Objective
 - ▶ Time-keeping – meetings, correspondence
 - ▶ Accurate
 - ▶ Communicate well with key players
 - ▶ Work well with Auditor
 - ▶ Ensure Quorum
 - ▶ Confidential
 - ▶ Procedural knowledge of society workings
- 

Things NOT to do as Secretary

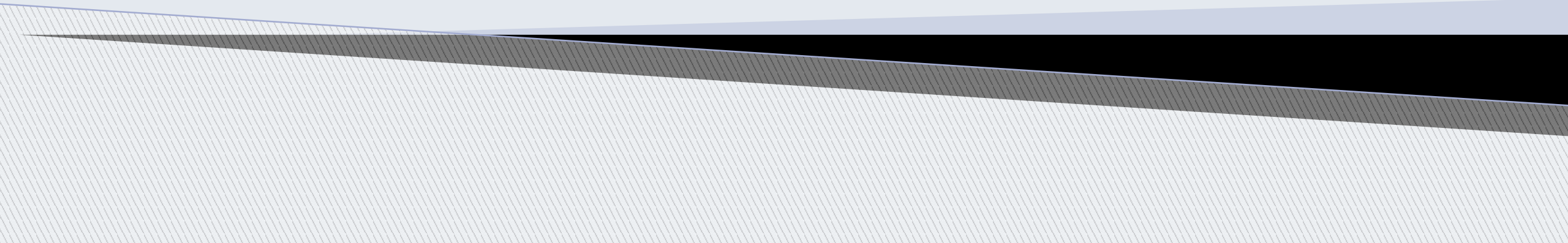
Do not:

- ▶ Ignore correspondence
 - ▶ Keep information to themselves
 - ▶ Be late
 - ▶ Record irrelevant material in Minutes
 - ▶ Rely on their memory
 - ▶ Repeat private conversations
 - ▶ Fail to circulate minutes/agenda in timely fashion
 - ▶ Engage in clique mentality
- 

Top 3 Tips

- ▶ Knowledge is POWER
 - ▶ A Secretary distributes information – not an information silo!
 - ▶ **Write it down so you don't forget it!!!**
- 

Continuity



Continuity

- ▶ Handover Documents
- ▶ End-Of-Year Report



Handover Documents

Committees change every year – this has consequences

Successful handover required to ensure Society's vitality

Secretary is pivotal to this!



Handover Documents

- ▶ A formal record of all activities
 - ▶ The minutes of all committee meetings, AGMs and EGMs
 - ▶ Google Drive/Google Docs
- 

End-Of-Year Report

- ▶ Society Dashboard
- ▶ Completed in collaboration with Auditor

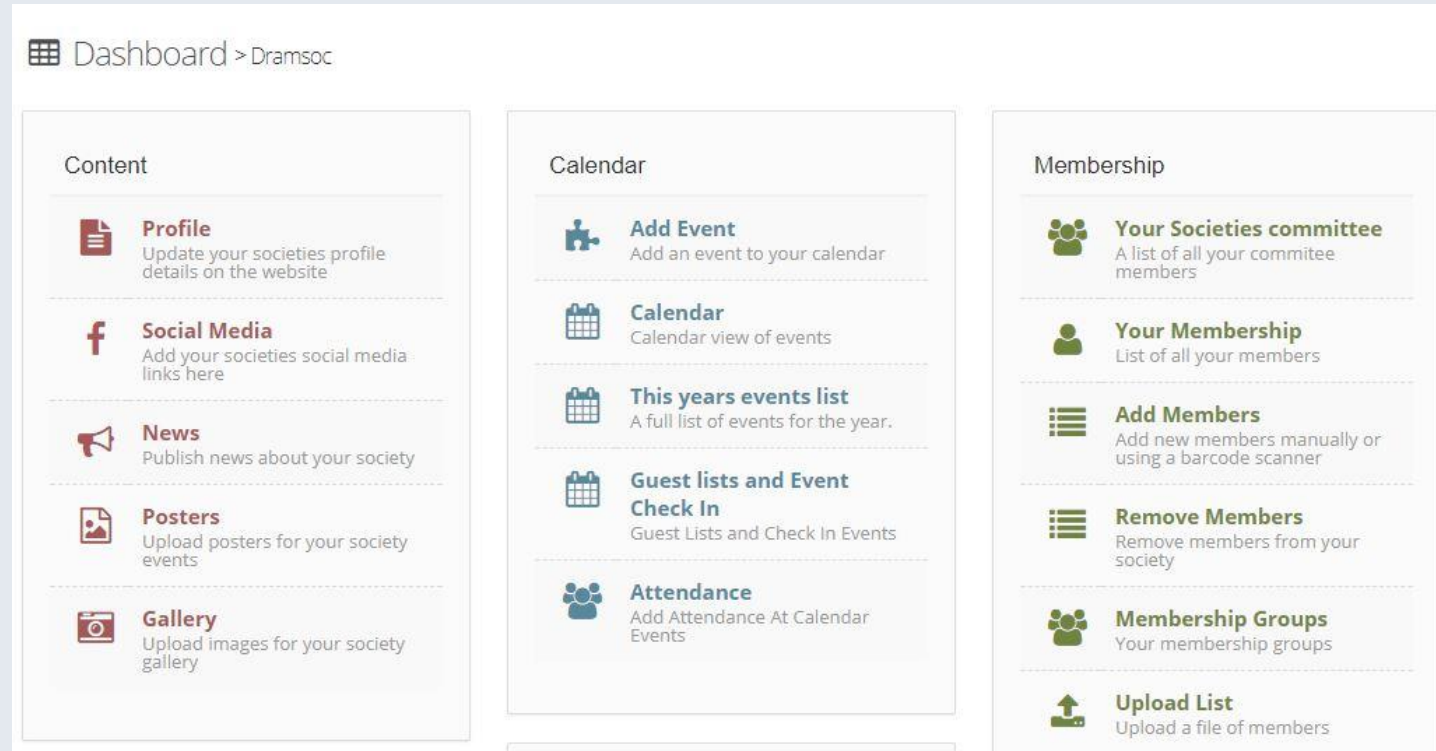
Inputs:

1. Outgoing Committee members
 2. Incoming Committee Members
 3. A summary of your year
 4. List of Events
 5. Number of committee meetings and EGMs
- 

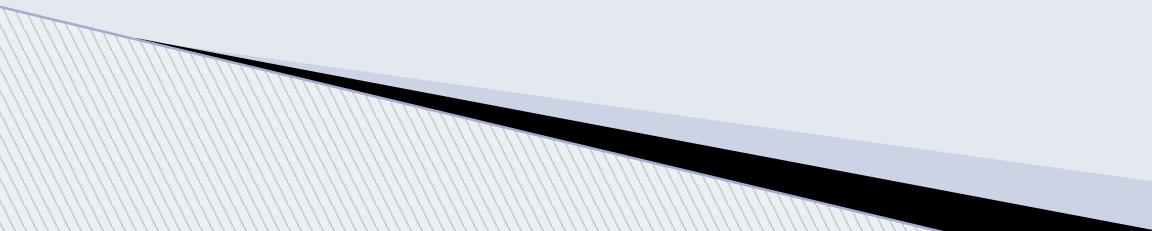
Your 3 – Slide Summary

Beginning of Year

- ▶ Learn how to use the Society Dashboard
- ▶ Update Committee on Dashboard
- ▶ Obtain all relevant passwords
- ▶ Organise “Big” Committee Meeting



During Year

- ▶ Update Society Calendar (Weekly – before Friday of following week)
 - ▶ Update members regularly (Email, SMS, Social Media)
 - ▶ Keep kick-ass Minutes for Meetings!
 - ▶ Liaise with Key Players
 - ▶ Build good working relationship with Auditor
- 

End of Year

- ▶ Complete Secretaries End-of-Year Report
- ▶ Organise Handover Documents/Meet in person with incoming Secretary

Online Handout

▶ [Click Here](#)

ANY
QUESTIONS
?

Feed Back Form

▶ Click here



That's all Folks!