

SECRETARY

Secretary Job Description

A GOOD SECRETARY GETS AND KEEPS MEMBERS ACTIVE IN HI-Y ALL YEAR

THE SECRETARY . . .

- keeps accurate records of HI-Y decisions and events;
- keeps the HI-Y Leadership Center informed of activities by sending in monthly reports;
- is responsible for all official correspondence;
- makes sure members are informed of activities;
- encourages members to be involved in projects;
- keeps a record of each member's participation in events;
- maintains high standards of character;
- is responsible to recruit members.

THEREFORE, A GOOD SECRETARY IS VITAL TO THE LIFE OF HI-Y.

HERE ARE YOUR DUTIES:

- Attend meetings of the Executive Committee.
- Keep minutes of meetings.
- Keep roll of members and a record of the attendance at meetings, projects, and events.
- Send monthly reports to the HI-Y Leadership Center.
- Plan a proper recognition at the end of the year for your most active members.
- Serve as Chair of the Membership Committee.

HERE ARE A FEW TIPS TO HELP YOU DO A BETTER JOB

- Form a "Phone Calling Committee" to call and personally encourage members to be at events and meetings;
- Meet regularly with your Advisor to discuss how active individual members are and how to get or keep them active;
- Encourage conference participation - it will make your HI-Y better.

Secretary's Checklist

June

_____ Attend HI-Y Leadership Camp at Horseshoe.

August

_____ Meet with the Executive Committee and Advisor to plan for the year.

September and October

_____ Plan and implement a Membership Drive using the HI-Y Leadership Center's Membership Policy.

_____ Hold an Orientation for new and returning members.

_____ Make a file of members (name, address, record of dues, etc.)

_____ See that roster is submitted with the Affiliation Form and fee to the HI-Y Leadership Center by October 20.

At The Meeting

_____ Record attendance - you don't need to verbally call the roll - you may take attendance by sight.

_____ Report to the membership any correspondence or communication your HI-Y has received.

_____ Count votes on all motions and record who made them.

_____ Keep accurate minutes.

_____ Compare notes with Advisor to be sure minutes are accurate.

Between Meetings

_____ Prepare Agenda from Executive Committee Minutes for the President to use at the next meeting.

_____ Record Minutes in Minute Book.

_____ Send Secretary's Report to HI-Y Leadership Center by the 7th of the next month.

_____ Send News articles and other items of interest to the Leadership Center.

_____ File recent communication and materials your HI-Y received in the month.

The How and Why of Keeping Minutes

Minutes are a written record of what is discussed, agreed to, and planned in meetings. Write them in the third person in chronological order.

When taking Minutes, the Secretary:

1. Keeps complete notes during the meeting.
2. Writes or types the Minutes into the Minute Book after the meeting.
3. Makes corrections in red ink if the Minutes are amended or corrected at the next meeting.

Leave a blank page opposite each set of Minutes for any corrections made at the next meeting.

Does not rewrite Minutes after they have been read and approved.

The Minutes Include:

- The kind of meeting (regular, called, committee)
- The name of your HI-Y
- The time for opening (date and hour, and place)
- Who was present
- Name and title of presiding officer
- Reading of Minutes (approved or amended)
- Committee reports
- Exact wording of motions and votes
- Names of persons making motions
- Unfinished business
- New business
- The program . . . topic and highlights
- Treasurer's Report
- Date, time, location of next meeting
- Adjournment - time.

Sample Minutes Format

Minutes
Hometown HI-Y
September 1, 2000

Presiding: John Hometown, President

The meeting was called to order by _____. Those present included:

Members -

Advisor(s) -

Guest(s) -

The Minutes of the _____ meeting were (approved, corrected - and if corrected how) on motion by _____/_____.

The "Visions" were presented on _____ by _____.

Reports on past business were given by the following persons reporting:

School Projects Chair _____

Community Projects Chair _____

Other _____

The Treasurer _____ reported the club balance was \$ _____ (include any other report from the treasurer).

The new business was presented with the following persons giving reports on:

4. _____

5. _____

6. _____

7. _____

(Include a record of any motions/actions taken, the decision, and the persons making and seconding motions.

The program was presented on _____ by _____.

Thank yous were sent to _____

The meeting adjourned at _____ on motion by _____/_____.

Signature

Date

HI-Y Member Orientation

Your HI-Y has members and you want them to be active and involved. A vital first step is to "orient" them to HI-Y, their opportunities and responsibilities, and just what you expect of all members.

Orientation can be part of a regular meeting or a special time. Here are nine areas - you may add others - for your orientation.

8. What is HI-Y?

HI-Y engages teens in a process of developing leadership through volunteer service.

Teens identify the kind of school and community they want, plan and carry out programs and projects to achieve their vision, and evaluate their efforts.

The purpose of HI-Y is to "Involve Members in Developing Leadership, Fellowship, and Service While Increasing An Awareness of Oneself and the World."

What Does The YMCA Have To Do With HI-Y?

HI-Y (High School YMCA) is a program of the HI-Y Leadership Center operated by the Ohio-West Virginia YMCA.

Local HI-Ys affiliate with the HI-Y Leadership Center each year.

How HI-Y Functions

HI-Y is unique. It is based on service to others.

Local HI-Ys create and conduct their own program.

HI-Ys are organized and led by teens with the help of volunteer advisors.

Meetings are held on a regular schedule.

Officers elected by the members provide leadership.

Each HI-Y has a written constitution.

Each HI-Y reports on its activities to the HI-Y Leadership Center each month.

The HI-Y Leadership Center provides assistance and materials for local HI-Ys.

What Membership Can Mean To Members

HI-Y is open to all students who accept the HI-Y purpose and are willing to work with others in carrying it out.

Every member is needed and involved in every aspect of HI-Y.

Members are part of a group that works to make a difference for good in the lives of others.

Members meet others from their own and other communities.

HI-Y allows for growth in leadership.

HI-Y's Goals Are

To provide an opportunity to learn, grow, have fun, and make a difference for good in the lives of others, the school, and the community.

To help every member develop skills of leadership through volunteer service.

To prepare new generations of leaders committed to service.

To bring people of all ages and backgrounds together for the common good.

To cause teens to lift their vision beyond self to others, to their community, nation, and world.

What Does HI-Y Do?

(center this part of the orientation on your own HI-Y's activities and program)

Summarize your plans for the year.

Tell of special projects and activities - Youth in Government, Model United Nations, HI-Y Camp, Fall Conference, HI-Y Week, Local Youth in Government, etc.

Describe officer responsibilities.

Explain how your business is conducted.

Review your constitution.

Explain standards and rules of membership.

Give any other information about your HI-Y members need to know.

Questions and Answers

Answer all questions members have.

Requirements for Membership

Explain all requirements of membership - including affiliation dues.

History of HI-Y

HI-Y was established by a group of teenagers and a teacher in Chapman, Kansas, in 1889.

Ten Ways To Be a Good HI-Y Member

9. Live the purpose of HI-Y.
10. Share your ideas.
11. Cooperate.
12. If you are an officer - be organized. Take the time to do your job well.
13. Know your Advisor and show your appreciation.
14. "Go the extra mile!" Help with projects, attend meetings, volunteer.
15. Attend state HI-Y conferences and HI-Y Camp.
16. Be involved in other things too - schoolwork, family, community, etc.
17. Help involve others in HI-Y activities so all members are active.
18. Take your beliefs and commitments seriously. Know who you are and what you believe.

Fourteen Ways to "Kill" HI-Y

19. Do not go to meetings. If you go, go late.
20. If you attend a meeting, find fault with the work of others.
21. Never volunteer to help with anything, as it is easier to criticize than to participate.
22. Complain if you are not elected or appointed. But, if you are, do not attend meetings or do your job
23. If asked for your views, say you have nothing to add. However, after the meeting tell everyone how things should have been done.
24. Do nothing more than absolutely necessary, but when other members use their ability to help, complain that a few are running everything.
25. Pay your dues late, or don't pay at all.
26. Never read the HI-Y Handbook.
27. Volunteer to help with a project and then don't show up.
28. Talk and don't pay attention in meetings and then complain that the officers "don't let members know anything."
29. Never go to the Advisor when you see a problem in HI-Y. Wait till the problem is too big to handle and then tell everyone that you "knew it would happen."
30. Don't show appreciation to your Advisor.
31. If you go to a HI-Y Conference, don't pay attention or participate and then go home and complain about the conference.
32. Encourage only "popular students" to be in HI-Y.

Monthly HI-Y Report Form

Please go to our web site (www.hi-y.org) and then click on **HI-Y**, then **PUBLICATIONS**. On that page you will see two choices for reporting monthly activities to the Leadership Center:

33. An Electronic Submission Form to complete the information and submit online, and
34. A form you may print, complete, and then mail to the Leadership Center.