

Chapter 6

Guidelines for EOSARDA Secretary

6.1 General Duties

- * be comfortable using a computer
- * receive and send out correspondence as required
- * take notes at meetings
- * prepare draft minutes
- * send draft minutes electronically to President of EOSARDA for review
- * make corrections suggested by President
- * send out draft minutes electronically in both Word Perfect and Word to the Board members for review and comments
- * make corrections suggested by the Board members
- * send out Final minutes electronically to all Board members
- * keep a copy of the minutes and agenda for the Board's records
- * request IT Committee to post a copy on the EOSARDA web site

6.2 Monthly Board Meetings

- * take attendance
- * prepare minutes following the agenda outline
- * take notes under each sub-title
- * receive electronic reports from Directors
- * insert electronic reports under each sub-title
- * prepare draft minutes
- * send draft minutes to President of EOSARDA for review
- * make corrections suggested by President
- * send out draft minutes in both Word Perfect and Word to the Board members for review and comments
- * make corrections suggested by the Board members
- * send out Final minutes to all Board members
- * keep a copy of the minutes and agenda for your records
- * request IT Committee to post a copy on the EOSARDA web site

6.3 Council of Dancer Meetings

- * prepare sign-in sheets with the names of all the Square Dance clubs with space for 2 people to print their names neatly (so you can read them)
- * prepare minutes following the agenda outline
- * take notes under each sub-title
- * record names and clubs of each speaker and make notes on their question or statements along with the answers provided
- * receive electronic reports from Directors
- * insert electronic reports under each sub-title
- * prepare draft minutes for President to review
- * make corrections suggested by President
- * send out draft minutes in both **Word Perfect** and **MS Word** to the Board members for review and comments

- * make corrections suggested by the Board members
- * send draft Minutes to Club Reps via Broadcast message and ask for comments
- * send out Final minutes to all Club Reps and Board members
- * keep a copy of the minutes and agenda for your records
- * request IT Committee to post a copy on the EOSARDA web site

6.4 Suggestions to make the job easier

- * ask for Directors' reports to be sent before the meeting
- * ask Directors to label their reports properly
- * ask Directors to check that the report being sent is indeed the correct one
- * give a deadline for reports to be reviewed and corrections sent
- * do not delay publishing the Minutes due to missing submissions, insert under the appropriate topic "Report not received"
- * do not hesitate to correct any spelling errors or grammatical errors in the reports