



**You ARE the Secretary**

**Now what?**



**What is the Booklet of Instruction?**

And

**Where is it  
found?**

# What should be in the first paragraph of the minutes?

- Name and number of Auxiliary
- Date and Place of the meeting
- Time meeting is called to order
- Name of the Presiding officer
- Regular or Special meeting- special? What is the purpose?
- Number of members present
- Names of visitors if there are any

# Roll Call

- Secretary calls roll and Conductress responds “present/absent”
- Record those absent and the appointed pro tem
- “Opening ceremonies were conducted according to the ritual

# Order of Business

- Opening ceremonies
- Introduction of National/Department officers
- Applications/ report of investigating committee – Secretary responsible that all information is given...investigating committee responsible for accuracy and eligibility
- Record in minutes result of vote
- Initiation- optional

# Presentation of Minutes

- After the minutes have been read/distributed
- Sec 812 “The manner in which the minutes of Auxiliary meetings are read, printed, and/or distributed shall be at the discretion of the Auxiliary by vote of the membership ...”
- Once approved write “Approved” under signature Write corrections in margin next to paragraph corrected

# Communications

- List in minutes Read and listed in following order
- National
- Department- general orders/ letters
- District
- County Council
- Post/Auxiliary
- Thank you/ cards/ outside organizations

# Communications continued/Guests

- Brief summary-
- Treasurer's report/ Audit
- Presentation of Bills
- Introduction of guests not escorted: at this time any guests may be admitted



# Report of Committees

- Veterans & Family Support
- Audit Report/ quarterly- only report accepted by motion
- All Chairmen should be called on
  - Note who gave report
- Any Action taken

# Unfinished/New Business

- Any business held over from a previous meeting record any action or motions
- New business
  - Draping of charter/ elections
  - Any other action recorder to motions made/seconded/ and result

# Report of Trustees/ Good of the Order

- Minutes might read “Trustee Jennifer Jacobs reported the bills have been examined and recommends they be paid.” Someone makes motion/ second/ vote
- New members/ guests/ Patriotic Instructor/ Mentoring moment
- Closing

# Sec 812 Bylaws

- Lists duties of Secretaries on all levels
- Minutes
- Correspondence
- Notify new members
- Enter into MALTA or submit to Dept Sec installation report
- Maintain roll of deceased
- Input delegate information

# New things (and some old) I learned at National

- Activate your MALTA account if you haven't already
    - You are responsible for entering your delegates
- Standing Rules- include bond- District Dues, etc  
copies to membrs
- Don't forget last names
- Keep a roll call record
- Note in the minutes was the vote unanimous/ a majority vote/ or 2/3 vote

# Templates

- I included a sample template for minutes
- There are others on Malta under the Resources tab with a full booklet just for the Secretary- as well as Secretary information for all levels in “Building on the VFW Auxiliary Foundation”

# One Last thing

- Why are the Secretary's books audited?
- - All expenditures need to be approved
- Standing Rules be sure to note in minutes
- "In accordance with the standing rules the Treasurer ordered the bond in (the proper amount) .
- Signing the Sec. Books

# Thank you

- Thank you for your kind attention
- Feel free to ask questions or write and submit on one of the index cards
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