

HOW TO: SECRETARY



1. General Tips

The Secretary of a club is an extremely important role. This document will help you navigate setting up membership lists, communication within your committee, sending out newsletters and emails and provide examples of minutes. However you choose to manage your role and the specifics within it the Clubs Executive hopes that this guide will help you get started and ensure that you are able to fulfil your role to the best of your ability.

2. Managing Memberships

Managing the memberships of your club will ensure easy organisation for emailing, affiliating and running your club. Managing your memberships begins before Market Day. It is imperative that prior to Market Day you choose a method most suited to you and your club. As it is still unclear how clubs will be able to use MSL for memberships below are a few examples and ideas for you to consider.

Google Forms:

Google Forms allow new members to sign up and fill out specific questions which are then compiled in an excel document. It is free to use and can then be accessed by members of the committee. You will need to use another payment method to collect any membership fees. Examples include cash, online transfer and Qpay.

Group Spaces:

Group Spaces is a free online service, which allows you to keep track of memberships, accept online membership signups, send emails and organise events. Your committee can access it and members do not need to create accounts to sign up to your club. Furthermore you can set up payment for membership fee or other event tickets. <http://groupspaces.com/>

Member Planet:

Member Planet is both a free and paid service. The free service allows you to manage membership lists, organise events and photos. You are able to schedule a demo prior to creating an account. <https://www.memberplanet.com/Home.aspx>

3. Newsletters and Email Lists

There are numerous ways to send out emails and newsletters to your membership base. Below are a number of free services and templates you may wish to use. Both Mail Chimp and Cake Mail allow you to set up different emailing lists that you can use for new members, existing members or particular events.

Email List Services:

<https://mailchimp.com/>

<https://www.cakemail.com/tour>

Newsletter Templates:

https://hello.campaignmonitor.com/email-templates/?utm_source=google&utm_medium=cpc&utm_campaign=Search-AUS-Templates&utm_content=Templates-&utm_term=newsletter%20templates&utm_a=20161228&utm_b=e-166253800689&utm_c=AUS-Templates&h1=Beautiful%20Email%20Templates&gclid=Cj0KEQIAv4jDBRCC1lvzqgDnkYYBEiQA89utoqzGAWIq7FXQHotPSMSR5lvTVu7UR9TQM-uJe1LrE7YaAjhX8P8HAQ

<https://poweredtemplate.com/brochure-templates/newsletters/free/index.html>

<https://poweredtemplate.com/brochure-templates/newsletters/free/index.html>

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4. Minute Template and Tips - General Meetings

The below template can be used for Annual General Meetings, Ordinary General Meetings and Special General Meetings.

Edit/Delete instructions are included in ORANGE

Club name: *Insert club name*

Annual, Special, General, or Inaugural General Meeting (delete as appropriate)

Date of meeting: *Insert date*

Advertised time: *Insert advertised starting time*

Venue: *Insert Venue*

Item 1: Attendance

1.1 Opening

Meeting Opened by (name) as chairperson at (time)

Minutes taken by (name)

1.2 Attendance

Circulated, see attached.

1.3 Apologies

List anyone who has sent an apology for the meeting

Item 2: Adoption of Agenda

List the business for discussion and any additions proposed by members and added to the Agenda

That the agenda be adopted.

Mover: (name)

Seconder: (name)

Voted: *Carried or CWD (carried without dissent) or Failed*

5.Minute Template - Committee and Executive Meetings

Title (Club Meeting 1)

Meeting Date:

Meeting start: (time)

Attendees: (members present)

Apologies: (any members not present who have sent apologies)

Business arising from last meeting

*This item is not always necessary but under this you may adopt the minutes from the last meeting to ensure they are the correct record of the previous meeting
Discussions of agenda items that were not completed or progress reports from action points recorded in the last meeting*

Agenda Item 1

Dot point discussion items and important information as they arise

Make them clear and concise

Use shorthand if that helps you get all the information down

Use common sense and leave out information that is not relevant or has been previously stated

Action Points

- *Action points are 'to do' points that have arisen from discussion*
- *Be specific with these and ensure you attach a person to each item that needs to be completed*
- *Sometimes deadlines are appropriate here too*

Agenda Item 2

Action Points

Agenda Item 3

Action Points

General Business

General Business are those items that haven't been specifically flagged to discuss at this meeting (i.e. they aren't on the agenda) but still need to be discussed

Action Points

Depending on the way the meeting flows and how you keep records it can be easier to note all the action points in a summary at the end. This way you are able to go back and clarify with the members present that these are the items that need to be completed and provides an easy list for you to distribute in addition to making the minutes public.

Meeting adjourned: (time)