

# JCI LOCAL ACTION GUIDE

## Local Secretary

The Local Secretary, in addition to possessing some secretarial ability and plenty of enthusiasm and initiative, carries out the major responsibility of the administration of the Local Organization.

Because of the level of responsibility and potential for performance in the position, a year serving as Local Secretary can be one of the most rewarding you will have in JCI.



## RESPONSIBILITIES

The Local Secretary is the focal point in the administrative structure. A Local Secretary:

1. Knows his or her primary **responsibility to serve** the Local Organization and the President.
2. Possesses good **writing skills** and is succinct and articulate.
3. Understands the requirements of the **local Constitution**.
4. Has had some basic training in the art of **letter writing**.
5. **Supervises** all secretarial and printing tasks.
6. **Comprehends fully the rules of meeting** procedure.
7. **Keeps the minutes of local meetings**, reproduce them and sends them to the members as soon after a meeting as possible.
8. Establishes and maintains the **filing system** for correspondence, minutes, records and project information.
9. Prepares all **agendas for local meetings** and assists Board members with the preparation of subcommittee agendas.
10. Maintains an **appointment calendar** for the President and Board.
11. Keeps a close **watch on the activities** of the various Committees.
12. **Follows up various meeting decisions** and officer responsibilities.
13. **Arranges for all types of elections** and facilities for balloting.
14. Serves as the **liaison officer** between the Board members.
15. **Sends reminders** to those who have taken on tasks.
16. **Arrives early at all meetings** and functions to make an inspection.
17. **Supervises the historical records** of the Local Organization and updates them.
18. **Maintains a decisions book** and records the major decisions made at meetings and functions. Checks on progress made.
19. **Attends as many different local meetings** as possible to stay well informed about the activities so that he or she is able to keep the President informed about important issues.

## RECOMMENDATIONS

Here are some suggestions for the five major areas of responsibility for the Secretary:

### 1. Service to the President.

Work closely with the President, and keep him or her advised on all trends (e.g., membership, attendance, project participation, etc.). Maintain an advisory status between project Chairs and the President. Prepare the

agendas and discuss them with the President, and be an efficient, competent and enthusiastic assistant to the Local President.

### 2. Service to the Board of Directors.

Work closely with the Local Treasurer regarding correspondence, banking, receipts and miscellaneous activity. Provide secretarial assistance to all members of the Board, particularly the Vice Presidents. Help the Public Relations Director with communications efforts. Keep the Board files up to date, and provide timely reminders to Board members at when appropriate.

### 3. Service to the Membership.

Always be available to answer questions from the membership; schedule all meetings and supervise all arrangements; send reminders to members; prepare a public display of the agendas (e-mail, website, etc.); make the minutes available to the membership (website, e-mail, etc.); make public the calendar of events; and keep all records accurate.

### 4. Communication, Correspondence.

Correspondence is the chief public relations tool, so be prompt and conscientious about correspondence; ensure that official correspondence goes out on the Local Organization letterhead; follow up on various tasks; send timely reminders to people; maintain an effective contact with other Local Organizations, the National Organization headquarters, national officers, and JCI; and check that a membership

directory is regularly updated.

### 5. Maintenance of Records.

Maintain all historical files, and update them as necessary. Supervise the maintenance of all membership records, and maintain the project records file and update as needed. Prepare record-keeping guidelines for project Chairpeople. Keep all membership supplies, merchandise, office supplies, banners, gavel, creed, trophies, and set up any other records that will help to preserve a thriving and well-managed Local Organization.

### A Word of Advice.

The list of activities may seem long and covering a wide area of responsibility. The Secretary is not responsible personally for carrying out all these tasks, but is to keep a careful watch over their progress. The Board will decide which officer or member must take actual responsibility for the task, and the Secretary is to make sure to keep a friendly eye on the person assigned the duty.

## SUMMARY

The Local Secretary has to be the most versatile member of the Board of Directors. The Local Organization will rise and fall on the ability of the Secretary to guide the management process, and thereby lay the efficient groundwork upon which a lively and successful program can be based.