

# UNITED METHODIST WOMEN

## SECRETARY HANDBOOK



**PLEASE NOTE:** CONTENTS FROM THIS WORKBOOK WERE COMPRISED OF INFORMATION FROM THE UNITED METHODIST WOMEN, NATIONAL OFFICE AND THE 2020 AWF-UMW WORKBOOK

The information contained in this secretary handbook is provided to assist you in performing your important United Methodist Women secretarial responsibilities.

## **Secretary's Role**

- Communication is a key role—the secretary must keep the local unit presidents, conference president, and United Methodist Women national office (Corporate Secretary) updated about contact information for elected conference officers

## **Setting up Minutes Book. Files, Records**

You have a variety of record-keeping responsibilities as part of your office. Your unit (district) depends on you for maintaining its records.

- Decide where you want to set up your office and the supplies necessary for you to carry out these responsibilities.
- Decide on a system which you will use to handle correspondence, files, and records and stick with it. Do not change unless it is really not working for you.

## **Minute Taking Skills - Tips for Taking Meeting Minutes**

**Minutes serve several purposes:**

- They are a historical record of a group's decisions and actions
- They are a reminder of who was given assignments
- They are evidence of deadlines
- They are a benefit for people who are absent when decisions are made.

**Which recording method is most comfortable for you?**

- Notebook
- Laptop
- Recording the minutes
- Template of minutes

## Minutes Template

**Create a Minutes Template (fill-in-the-blank form) that includes—**

- Type of meeting (monthly, annual etc.)
- Purpose of meeting
- Date, time, and location of meeting
- Name of person who called the meeting to order
- Names of those in attendance (have a list of names/titles for conference leadership team; Jurisdiction Leadership team; District officers) Pass around an attendance sheet once people arrive to document who is present at the meeting.
- Indication that a quorum was or was not present
- Approval of previous meeting's minutes
- All motions that are made and names of those who made them
- Summary of any reports that are made (Be sure that speakers who are presenting reports provide you with copies. In the minutes you can refer to these reports by saying, "The speaker's report is attached and becomes a part of the minutes.")
- Decisions that are voted on
- Information regarding the next meeting (date, time, location)
- Adjournment time
- Name of the person who took the minutes and the date they were taken
- Name of the person who approved the minutes and the date of approval

**Listen with Care —focus on major issues, actions, and decisions and less on comments**

**Stick to the Facts**—differentiate between statements that are facts and those that are opinions

**Motions**—it is necessary to record the name of the person who made the motion and who seconds a motion.

## Minute Actions Include -

- Accept resignations
- Adopt bylaws, resolutions, budgets

- Approve minutes
- Receive reports

## **Use The Agenda as a Framework**

Prepare a template for the minutes by reproducing the agenda and leaving plenty of space under each heading to record your notes. Become knowledgeable about the topics scheduled for discussion. You should review the agenda before the meeting. If you are unfamiliar with a topic, ask the president to tell you something about it.

Choose a style for the minutes. Meetings and minutes may be formal, modified formal, or informal, depending on how the president and attendees follow parliamentary procedure and rules of order. At the beginning of the meeting note the following: the time" presence of a quorum (number of people needed to conduct business), the names of those present and absent, and the opening remarks of the presiding officer.

### **A formal agenda may list the following items of business:**

- Attendance (present or absent)
- Call to Order
- Announcement of Quorum
- Minutes of Previous Meeting
- Treasurer's Report
- Committee Reports, Old Business, New Business, Adjournment

### **An informal agenda may have the following items:**

- Welcome
- Minutes of Previous Meeting
- Treasurer's Report
- Announcements
- Adjournment

Remember: Always head minutes with the name of the group, place of meeting, and date. Note persons in attendance and those who were absent. Write in third person.

Don't Delay—the sooner the minutes are drafted the better. As time passes, important items that you heard but did not write down are forgotten and the less accurate the minutes will become.

Proofread—to ensure minutes do not contain misspelled words, incomplete sentences, and inaccurate punctuation. Before minutes are distributed have them reviewed by the president or other designated person for accuracy.

### **Additional for District Secretaries:**

She is also in charge of publishing an annual District Directory that should include only items not included in the workbook. The cost of this directory is a district budget item. Whenever possible these can be published in pdf format and emailed. All local units, district and conference officers, and the District Superintendent should receive one. They should be published no later than the first meeting of district in any year. Those items should include:

- a) District Mission Team members, title, contact information, including committee on nominations, and all Conference Officer members and contact information
- b) District and Conference Schedule of Events
- c) Alabama West Florida Conference United Methodist Church important staff information
- d) Map of the district designating the district lines by counties
- e) UMW Purpose
- f) District Standing Rules & Policies
- g) Mission studies for the year
- h) Current approved expenditures for the year
- i) Current District Budget & Pledge for the Year
- j) Special Projects or Social Actions pertinent to the year of publication of directory

## **How To Write About United Methodist Women**

### United Methodist Women Editing Guidelines

1. United Methodist Women is treated as a singular noun. Women who are part of United Methodist Women are “members of United Methodist Women,” “a member of United Methodist Women” or “United Methodist Women members,” “United Methodist Women member.” INCORRECT: United Methodist Woman.
2. We do not use “UMW” in publications unless it’s part of a website address like: [www.umwonline.org](http://www.umwonline.org). Write United Methodist Women.
3. As of January 2013 United Methodist Women is no longer be called the “Women’s Division.” Please use “United Methodist Women” in all instances (unless speaking of the past).
4. Mission Giving is United Methodist Women’s primary source of fundraising and is always capitalized. And we signify supported projects with “Mission Giving-supported” or “United Methodist Women-supported.” Program Book, Prayer Calendar, National Mission Institutions, and Reading Program should also always be capitalized.
5. Use “mission” in all references to United Methodist Women’s mission work. (Some refer to this work as “missions,” but this represents a dated approach to work in communities that doesn’t reflect our current focus on solidarity.)
6. Do not use the phrase “mission to,” but rather “mission with” when referring to United Methodist Women’s work with women, children, youth and other marginalized communities.
7. Always use the word “children” and not “kids” unless “kids” is part of a project name.
8. “United Methodist Women’s Social Network” is the correct reference for our social network. Use the full name on first reference and “social network” on other references.
9. Use “United Methodist Women’s Reading Program” on first reference to the Reading Program or related books, and “Reading Program” on other references.
10. Do not use the word “on” with dates. CORRECT: “United Methodist Women’s Assembly will take place April 30-May 2.” INCORRECT: “Opening worship for Assembly on April 30 will include a variety of worship style.”
11. Use the most updated version of the Associated Press Stylebook when editing all United Methodist Women content. United Methodist Women Spell Check: Harriett Jane Olson, General Secretary and CEO of United Methodist Women. (note two t’s in Harriett)

## **United Methodist Women Logos And Templates**

All United Methodist Women logos and templates are available on the website at

<https://www.unitedmethodistwomen.org/logos>.

Here you will find:

- ✓ Brand Guidelines: A PDF document that outlines the expectations of the national organization for using all logos, templates, pictures, etc. to ensure you are in compliance when using these items in print or digital communication.
- ✓ Logos: The logos are presented in a variety of approved colors, which can easily be saved to your computer or copied/pasted into a print or digital communication.
- ✓ Word Templates: Five options for a Microsoft Word template are available for download using various colors.
- ✓ PowerPoint Template: A template, using various approved colors throughout the template, is available for download.

Additional versions of the logos are available for download, depending on the needs of a printer or designer who is using the logo in some other format where more traditional files will not create a quality document.

## **Files/Binders- Document Retention - Setting up Minutes Book, Files, Records**

You have a variety of record-keeping responsibilities as part of your office.

- Decide where you want to set up your office and the supplies necessary for you to carry out these responsibilities.
- Decide on a system which you will use to handle correspondence, files, and records and stick with it. Do not change unless it is really not working for you

## **Record Retention**

MINUTES:

Keep minutes for easy access up to four years, or in accordance to your conference rules. Attach an annual year-end audited treasurer's report to the 'Minutes (one copy of the treasurer's report for each year). Retain copies of prior quadrennium plus present quadrennium minutes. Then send these files to archives and history.

## **Guidelines For Record Retention: Local Units**

Work with your local church and district United Methodist Women:

- Review and follow your congregation and / district United Methodist Women standing rules on retaining records and archives.
- Check with your district or conference United Methodist Women recording secretary for guidelines. Determine documents to be archived:
- Current Officers must weed out “working documents” (memos, planning lists, phone messages, email discussions, etc.).
- Current officers should sort, box, label and list materials to save the “final product,” such as
  - One copy of unit program book and /or directory (officer lists)
  - Minutes
  - Audits
  - Other materials of historical value (e. g., one copy of program book or bulletin from retreats, mission programs, other district events)
  - Other legal or official papers (e. g., bequests, scholarship information)

Archive at neutral site:

- Unit should determine where to house records. According to the bylaws, the secretary is the custodian of official papers and records.
- Consult with church administrative council or historian about where records might be housed.
- Determine and document in the minutes the actual storage location. Options to consider - District archives - Local church archives

## **Forms**

- Motion Form
- Abstention Form



## **Abstention**

Meeting \_\_\_\_\_

Date \_\_\_\_\_

Name: \_\_\_\_\_

Not Voting on What Issue and Reason:

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- Motions must be recorded exactly as stated. A motion is a formal proposal made by a member of the group, seconded by another member, and passed or defeated by a vote. List the names of those making and seconding motions.

## **Motion Form**

Meeting \_\_\_\_\_ Date \_\_\_\_\_

Motion: \_\_\_\_\_

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Motion made

by: \_\_\_\_\_

(Name)

Motion seconded by: \_\_\_\_\_

(Name)

## **UNITED METHODIST WOMEN SECRETARY RESOURCES**

### Websites/Online Resources

#### **\*\* 2020 AWF-UMW Workbook**      [PDF](#)

- Robert's Rules of Order

<https://www.dvc.edu/student-services/student-life/pdfs/Roberts-rules-SDSU.pdf>

- Simplified Rules of Order (derived from Robert's Rules of Order)

<https://www.counseling.org/docs/default-source/Branches/simplified-roberts-rules-of-order.pdf?sfvrsn=0>

- Robert's Rules Cheat Sheet

[http://diphi.web.unc.edu/files/2012/02/MSG-ROBERTS\\_RULES\\_CHEAT\\_SHEET.pdf](http://diphi.web.unc.edu/files/2012/02/MSG-ROBERTS_RULES_CHEAT_SHEET.pdf)

- Democratic and Robert's Rules Compared

[http://www.democraticrules.com/pdf/INFORMATION\\_LEAFLET\\_2015\\_05\\_14.pdf](http://www.democraticrules.com/pdf/INFORMATION_LEAFLET_2015_05_14.pdf)

- Democratic Rules of Order: Summary of the Rules

<http://www.democraticrules.com/pdf/summary.pdf>

- Democratic Rules of Order

(eBook) [http://www.democraticrules.com/pdf/democratic\\_rules\\_shortened.pdf](http://www.democraticrules.com/pdf/democratic_rules_shortened.pdf)

- MeetKing (an online tool for creating agendas and tracking minutes)

<http://meetingking.com/>

- Twenty-One Tips for Taking Meeting Minutes

<http://www.businesstrainingworks.com/Mechanics/PDF/Free-Minute-Taking-Guide.pdf>

- Professional Church Secretaries' Association

<http://pcsa.ca/>

- After the Deadline (free resource to check spelling, grammar, and punctuation of a text and make suggestions on all, including style of writing)

<http://www.afterthedeadline.com/>

- GrammarBook.com

<http://www.grammarbook.com/>

### United Methodist Women Publications

- United Methodist Women Handbook 2017-2020 (2020-2024 handbook will be available fall 2020)