

## Balancing Leadership and Academic Demands

Although participating in co-curricular activities is a rewarding experience, over-dedication to club activities can at times affect your academic performance. Use good judgment when you participate in a student organization. Remember that the main reason you elected to go to college is not to dedicate all of your time to promoting an organization, but rather to obtain a degree that will allow you to be successful in the future. Make use of the tutorial services that the College offers.



BOROUGH OF MANHATTAN  
COMMUNITY COLLEGE

Office of Student Activities  
199 Chambers Street  
Room S 206C  
New York, NY 10007  
Phone: 212-220-8160  
Fax: 212-220-1282  
Website: [www.bmcc.cuny.edu/studentactivities](http://www.bmcc.cuny.edu/studentactivities)  
Email: [osa@bmcc.cuny.edu](mailto:osa@bmcc.cuny.edu)



## Club Secretary



A brief guide for the  
new club Secretary



## **Congratulations on being elected club Secretary!**

You are now part of BMCC's family of elite student leaders. Along with your fellow officers, you commit your time and effort to ensure that your organization flourishes. Along your journey, you will be asked to develop goals for the organization, guide the club, and maintain continuity by training those that will follow in your steps.

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# **Good communication is the lifeblood of the organization**

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### **Remember**

The duties as listed here are general duties for the Secretary of any organization. Each organization should have a supplemental list of specific duties which are designed to fit the special functions and interests of the group. Also, if additional officers or standing committee chairpersons are appointed, their duties should be outlined and given to them at the beginning of their term of office.

## **Duties of the Secretary**

1. The President depends upon the Secretary for information of an official nature which can be found in the records of the organization.
2. The Secretary is the custodian of the permanent records of the organization and must ensure that they are kept in a complete and accurate manner. Here is a suggested outline that may be of help to the secretaries in writing minutes.
  - Give the hour, day, month, place of meeting, and name of presiding officer.
  - Maintain a list of all club members in attendance.
  - State whether the minutes of the last meeting were approved as read, approved and corrected. (If there were corrections, list them.)
  - Give a statement concerning all reports read and the action taken on them.
  - Record items discussed under old business.
  - Record items discussed under new business.
  - Each motion, whether approved or not, should be included either under "old" or "new" business.
  - State the time of adjournment of the meeting and sign the minutes.
3. Read minutes and correspondence clearly and sufficiently loudly so that the club can hear them at meetings.
4. Be able to quickly produce the minutes of the preceding meetings and find items of information quickly.
5. Keep an accurate and up-to-date list of members, their addresses, telephone numbers and e-mail addresses.

6. Keep in the Secretary's notebook a copy of the constitution and by-laws and have it available for easy reference during meetings.
7. Keep a copy of all reports presented to the organization by committees or officers.
8. Take motions down accurately and be prepared to read them back almost immediately.
9. Be responsible for all organization correspondence and develop a facility for writing, using proper grammar and correct phrasing, and neatness in writing or typing. All correspondence should be signed by the Secretary with his/her own name and title.
10. Act as Secretary for the organization as a whole. Officers and chairmen of committees are responsible for correspondences as it relates to their duties.
11. Establish a secretarial pool to assist in performing the functions of office secretary.

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# **If you can conceive it, you can achieve it**

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