

Building **BLUE**



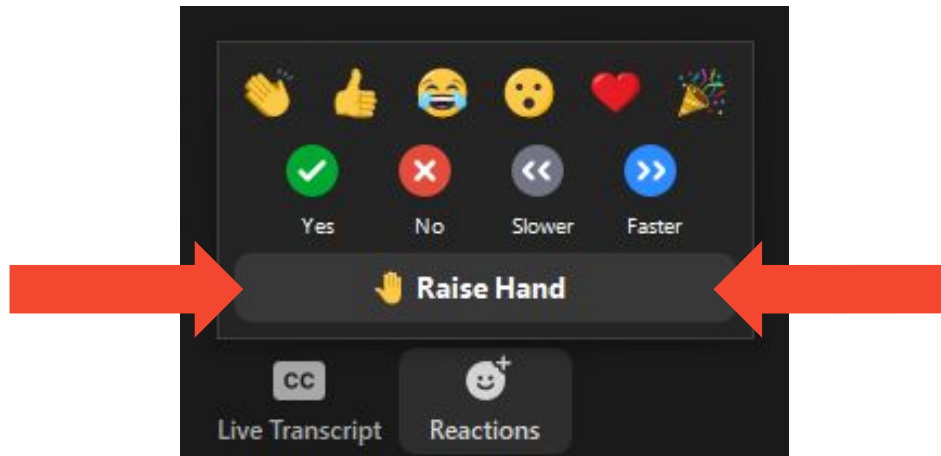
Secretary Training
SATURDAY, June 12, 2021

RAISING YOUR HAND ON COMPUTER

STEP ONE: Click on the “**Reactions**” button at the bottom of your Zoom screen.



STEP TWO: A menu that looks like this will appear. Click “**Raise hand**”

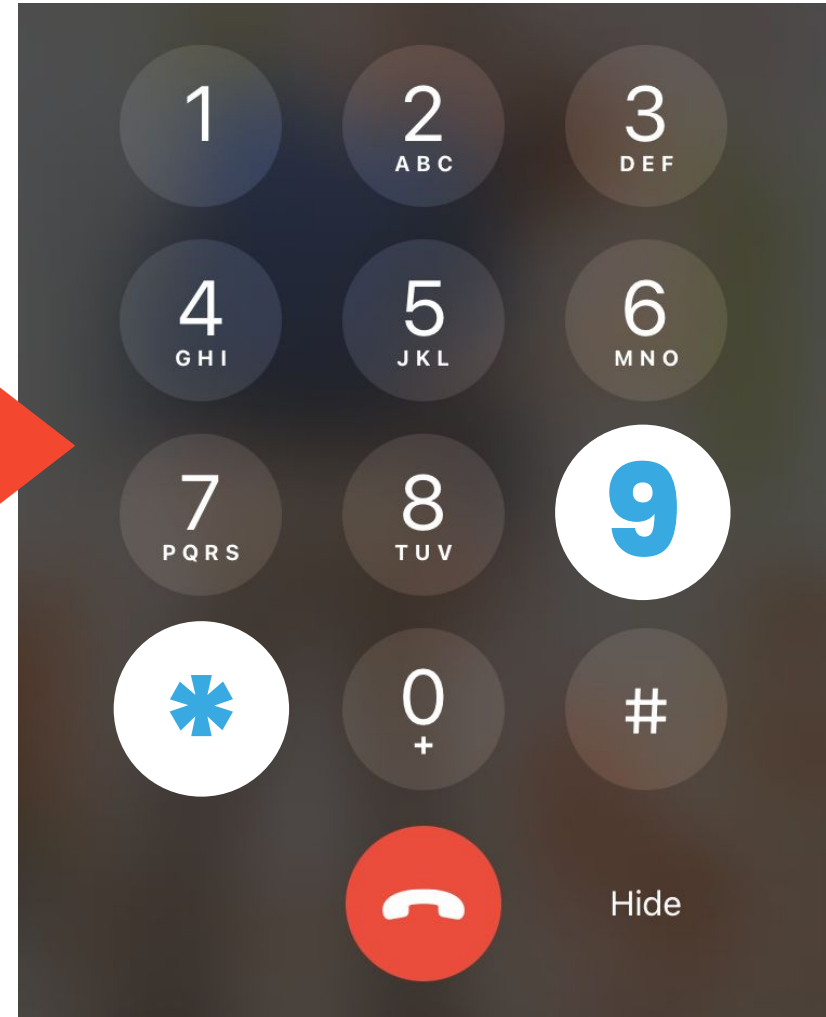
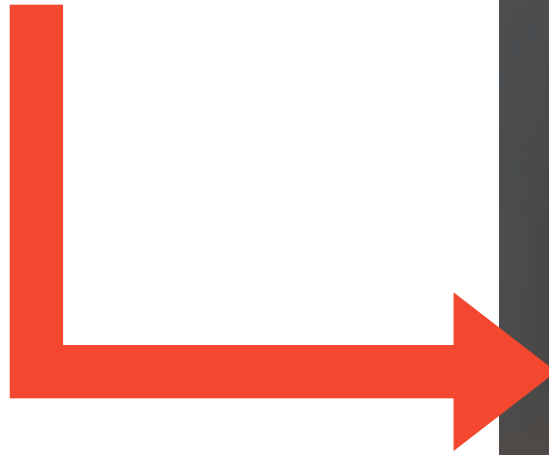


RAISING YOUR HAND ON YOUR PHONE

STEP ONE: Press *9 on your phone's keypad

**TOGGLE
MUTE/UNMUTE**

Press *6 on your
phone's keypad



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- **Be Respectful**
- **Be Present**
- **Ask Questions**
- **Use the Chat**



Building **BLUE**



MEET YOUR DEMOCRATIC FAMILY

*What's the first political
event you ever attended?*



OUR AGENDA:

1. Responsibilities of Secretaries
2. Characteristics of Good Secretaries
3. Getting Groovy with Google Docs
4. Minutes: Best Practices
5. Questions



RESPONSIBILITIES OF SECRETARIES

TODAY, SECRETARY

**TOMORROW,
GLOBAL DOMINATION**

SECRETARY RESPONSIBILITIES

SECRETARY RESPONSIBILITIES

- Read the Plan of Organization (POO)
- Keep and maintain, in good order, ALL records
- Issue all meeting notices in writing & consistent w/ requirements of the POO
- Transmit ALL records pertaining to the office to successor within 10 days of vacating office

BUT, NOT ALL SECRETARY DUTIES ARE THE SAME!!!

SECRETARY RESPONSIBILITIES

SECRETARY RESPONSIBILITIES

- What are Records?
 - Minutes
 - Meeting Notices
 - Standing Rules
 - Resolutions
 - Vote Tallies
 - All Materials (Presentations, Digital, Audio)

DIFFERENT RESPONSIBILITIES

SECRETARY RESPONSIBILITIES

- Precinct secretary = precinct treasurer
- County secretary = vote tabulator and resolution reporter
- State secretary = meeting notices

DIFFERENT RESPONSIBILITIES

PRECINCT DEADLINES

- Certify precinct reports to the county chair within **5 days**.

STATE DEADLINES

- Distribute meeting minutes of the state executive committee & council within **14 days** of the meeting.

DIFFERENT RESPONSIBILITIES

COUNTY DEADLINES

- Report all prioritized resolutions to district secretary within **ten days**.

ALL SECRETARY'S DEADLINE

- Transmit all records pertaining to the office to the successor within **ten days** of vacating office.

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**CHARACTERISTICS OF
GOOD SECRETARIES**

WHAT MAKES A GOOD SECRETARY?

A GOOD SECRETARY DOES:

- Noting Motions & Resolutions
- Summarize
- Don't Delay
- Proofread
- Approval

WHAT MAKES A GOOD SECRETARY?

A GOOD SECRETARY DOES:

- Accepts responsibility for ALL records.
- Active Listener
- Just the Facts
- Clear & Simple
- Be Exact

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**GETTING GROOVY
WITH GOOGLE DOCS**



YOU GET A GOOGLE DOC EMAIL!

**AND YOU
GET A GOOGLE
DOC EMAIL!**

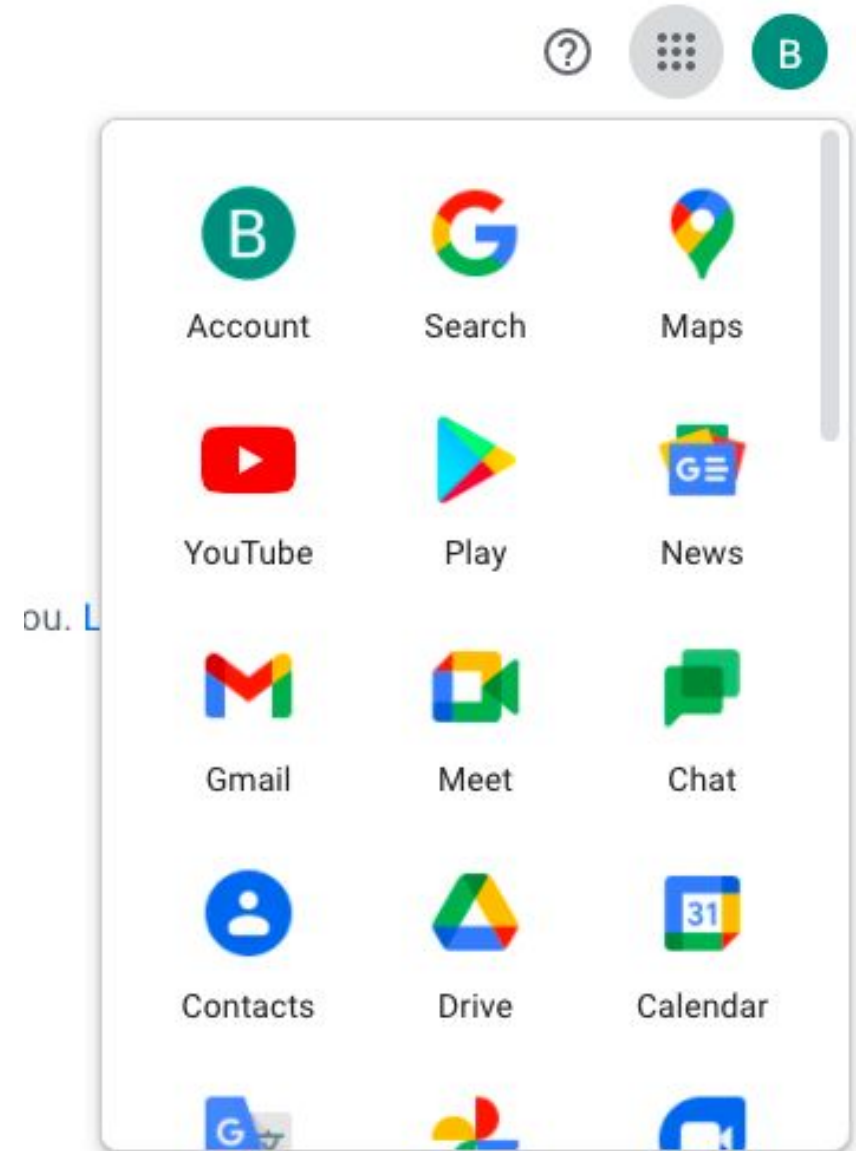
**AND YOU
GET A GOOGLE
DOC EMAIL!**

**EVERYONE GETS
A GOOGLE DOC EMAIL!**

GOOGLE ACCOUNT & GMAIL

TONS OF "APPS"

- **GMAIL**
- **Google Docs, Slides, and Sheets**
- **Google Photos**
- **Google Calendar**
- **Google Maps**



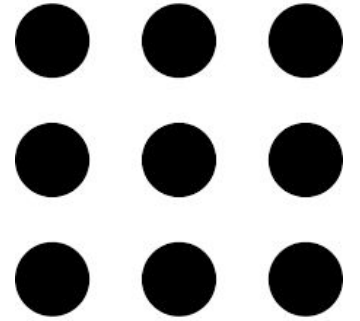
WHY I LOVE GOOGLE DOCS!!!

- Collaborative Word Document
- Access, share, & edit from any device
- Automatically saves
- Free!
- Virtually Unlimited Storage
- Accessible from any device
- Organization
- Security & Privacy



Google Docs

ACCESSING GOOGLE DOCS





SCREEN SHARE: Organizing Google Docs



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**MINUTES: Best
Practices**



LET THE RECORD SHOW THAT

**THE MEETING MINUTES ARE
MAGNIFICENT**

WHAT SHOULD ALL MINUTES INCLUDE?

- Name of participants
- Calendar Announcements and due dates
 - Specific Sections
- Actions or tasks decided upon
 - Point of a meeting is to make motions/do business
 - Point of minutes is to record decisions made
- Decisions made by all participants
- Record of the most important items discussed

WHAT SHOULD MINUTES NOT INCLUDE

- Too much detail
- Verbatim
- Formatting errors
 - Consistent formatting across meetings
 - Multi-colored font
 - Different Fonts
- Emotional language
 - If people are crying/shouting/yelling
- ALL CAPITALS
- Names of everyone who debates a motion

**GOOD SIR, THINE MEETING
MINUTES**

**HAVE EXCEEDED THE MINIMAL
STANDARDS OF SATISFACTION**

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**What is the best
piece of advice you
have for new
secretaries?**



RESOURCES

- **Characteristics of Good Secretaires:**
https://docs.google.com/document/d/1OkFKd6NYuPFzd1xlyESVdKYh_CqoP2bDLpSLer8ohFA/edit?usp=sharing
- **Responsibilities of Secretaries:**
<https://docs.google.com/document/d/1Ny0mgFixScomuCIN7HMfHLzA9qqGO7KmLLohEBvpB3s/edit?usp=sharing>
- **Basic Elements of Meeting Minutes:**
<https://docs.google.com/document/d/1A1xsc7me0gowoah7MGgKmDElHuuELHZXhb3l4sZyfM/edit?usp=sharing>

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QUESTIONS



THANK YOU!

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