



So You're an ARMA Secretary...

ARMA International

Ken Oldenburger

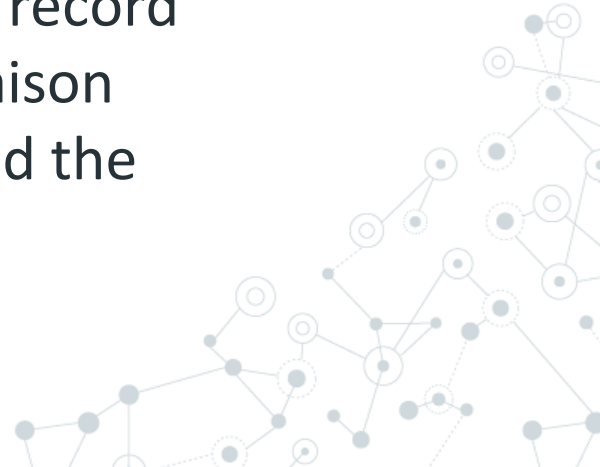
August 13, 2021





ARMA International Position Description

The Secretary is the corresponding and recording officer of the chapter. This position has record keeping responsibilities and acts as a liaison between chapter members, officers, and the Board of Directors.



ARMA International

Position Duties

- 1) Prepare minutes and keep records of all Board of Directors meetings.
- 2) Maintain chapter records in accordance to the retention and disposition schedule.
- 3) May serve as chairman of the Historian Committee.
- 4) Under the direction of the Nominating Committee, prepare ballot of slate of nominees and distribute to members.
- 5) Acknowledge and prepare letters and other communications as required on behalf of the chapter.



Agendas... You & the Chair

Chair should be Prime Agenda Drafter
Secretary should...

- Review and amend contents.
- Include & attach Correspondence.
- Add Calendar items.
- Add meeting time and place or conference call information

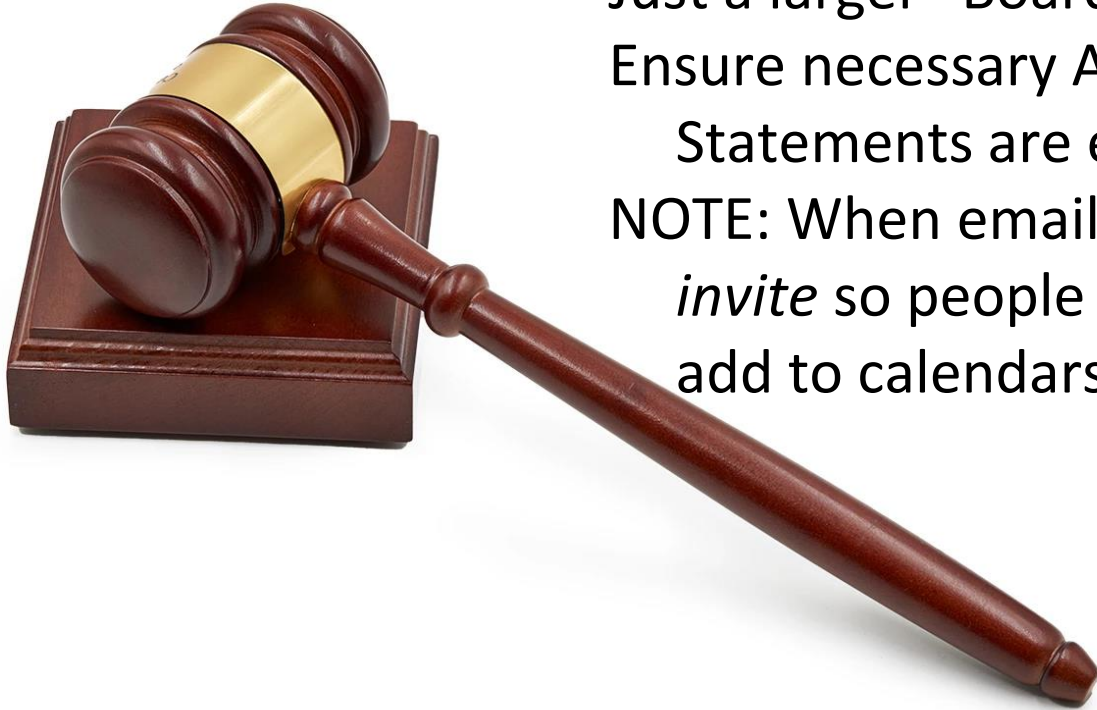


AGM Agenda

Just a larger “Board” meeting Agenda.

Ensure necessary AGM Agenda Reports and Statements are embedded or attached.

NOTE: When emailing Agendas, use *meeting invite* so people respond and immediately add to calendars!



Minutes: Ebb & Flow

- Be Prepared: Use Template or Agenda for Minutes
- Record Attendees to Prove Quorum
- Record Agenda Amendments
- Record Past Minutes Amendments
- Stop Chair for Skipped Items
- Stop Meeting for Clarity!

Minutes: Action Items

- Record “Who is doing What by When”
 - Are there Domino Actions?
- You may need to draft it & read it back to the meeting.
- Colour code the Action Item?

Action: Sarah will report on membership drive by Friday.



Minutes: Motions



- Record Final Wording only.
 - No Discussion/Amendments unless...
- Maybe draft it & read it back to the meeting.
 - Who What When maybe even How & Why!
 - How much \$\$\$? One-time or On-going?
- MSC/MSUC. Record individuals' votes?
- Colour code the Motion?
Motion: Wordy Wording Words.

Minutes: Post Meeting

- Embed Financials and Reports.
- Get Chair to Review Draft.
 - Incorporate Amendments.
- Send it! Board Members and Committee Chairs.
 - Minutes out 7-10 days after Board meeting!
 - AGM Minutes?

After the Meeting



Board Correspondence

- Grill Chair & Board on what to say.
- Take Notes!
- Be Diplomatic and Professional.
- Get Chair to review it.





Records Management

- ✓ RCRS?
 - ✓ Filing Structure?
 - ✓ File Tracking?
 - ✓ PDF/A Final, Approved Records.
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- ✓ Annually Eliminate Drafts, Delete or Permanently Store Files.
 - ✓ Document Destructions and Permanent Storage Actions.

Other Duties

- Manage Board members' access to efiles repository.
- Manage Board members' email addresses.
- Update New Board form for ARMA International.
- Others?



Questions?

Thank you!

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