

Greater Seattle Women's Golf Association (GSWPGA)
SECRETARY'S DUTIES
Revision 1/17/2010 - Final

In addition to other responsibilities, the GSWPGA Secretary creates/maintains the organization's documentation. For example, following each meeting the Secretary generates meeting minutes and sends those to the meeting's attendees for review. She incorporates revisions submitted by reviewing meeting attendees into the original and resends the revised minutes to the attendees again, until the minutes are agreed to by all attendees. A method for document revision control is required because the minutes can be sent out to the attendees several times before final approval.

A simple method for revision control includes beginning with the 'draft' version, and then numbering each revision of the minutes, until the 'final' version (the version approved by all attendees) is reached.

For example the process for obtaining approval of an Executive Board meeting minutes would include the following steps:

- Revision – Draft is the first set of minutes created by the Secretary and sent out to the Ex-Board for review (via email or snail mail to members without email accounts).
- Revision – A is the second version of the minutes created by the Secretary incorporating all the inputs received by her from the Ex-Board members. The Secretary will want to allow a little time for the Ex-Board members to respond so that she can incorporate as many changes as possible before sending the next revision out for review. This will minimize the number of required revisions.
- Revision – B (and so on) is the next version of the minutes created by the Secretary. This method of revision and review continues until the entire Ex-Board has approved a revision **as written**.
- Revision – Final is last version of the minutes. It may have started at any Revision level prior to Final but it is the version that everyone approves. So if, for example, the Secretary sent out Revision C and all the reviewers respond that the minutes are now correct then Revision C becomes Revision Final and **only then** are the minutes sent to the Web Master for publication onto the website.
- The computer file name should include the revision name (Draft or, A, B, C.....Final) in it so it is clear which revision is being reviewed. The documentation itself should also contain the name of the revision, again just for clarity as to which revision is being reviewed.

This same revision control method should be used for the proposed changes to the Constitution, By-Laws, and Standing Rules.

Note:

Revisions to the Constitution and By-Laws must be approved by the General Membership. Any proposed revisions to those documents must be sent out to the member clubs to be posted for a minimum of thirty days at the club locations prior to being voted on at a General Meeting.

Revisions to the Standing Rules may be approved by the Ex-Board and **do not require the thirty day review period** or a vote by the General Membership. **It is important to be aware of decisions made by the Executive Board during meetings that affect the Standing Rules (including the Policy Appendix). In that case both the Meeting Minutes and the Revised Standings rules must go through the approval process prior to publishing on the website.**

DURING THE YEAR

1. Take roll call at all general GSWPGA meetings, recording number of attendees from each club.
2. Record minutes of all meetings following the detailed minutes review process noted above. Once final approval of the minutes has occurred, send the minutes to the Web Master for posting onto the web site. Email a copy of Revision Final of the minutes to the president and print a hard copy for the Secretary's Association Notebook.
3. Become familiar with the Constitution, Bylaws, and Standing Rules as available on the GSWPGA web site.

JANUARY

1. Email a notice of the January meeting to the Executive Board members.
2. Complete the GSWPGA Member Club Roster. Contact any clubs that have not returned the Club officers form letter. See Rosters in the secretary's notebook. The roster from the year prior is on the CD.
3. Update the GSWPGA Executive Board and Chairpersons Roster.
4. In preparation for the February meeting, purchase the required number of three-hole folders with pockets for the packets the secretary puts together.

Labels will be needed for all Executive Board Members, Club Captains, City Reps, and Team Captains packets. If possible have the printer use 3-hole punch paper or provide them with the punched paper to avoid excessive punching fees. *Costco charges for each hole. If someone has an industrial strength puncher, you may want to do that yourself*

The packets will include the

- Table of Contents
- GSWPGA Executive Board roster
- Member Club Officers roster
(Available on Web Site)
- Constitution, Bylaws and Standing Rules
- Annual Awards Luncheon Minutes
- GSWPGA Tournament Schedule

Note: The Budget will be distributed by the Treasurer

5. A link to the Washington State Women's Public Links Association (WSWPLA) roster is available on the GSWPGA web site (under Links) for printing a hard copy of the roster for the Secretary's notebook.
6. Print a copy of the minutes of the November Annual Awards Luncheon (available on web site).

At the January Executive Board meeting, prepare, print and distribute the yearly meeting schedule.

Record the minutes of the Board Meeting and follow the detailed minutes review process noted above. Print a hard copy of the approved minutes for the secretary's notebook and mail a copy to those who do not have email access. Send a digital copy of the approved minutes to the Webmaster for posting onto the web site.

FEBRUARY

9:00 AM - The Tournament Director meets with the City Representatives and the Club Team Captains meets with The Association Captain Team.

9:30 AM – The General Meeting begins which includes the Executive Board, City Representatives and Club Captains.

Bring the prepared folders to the general meeting, labeled and separated by executive board, club captains, city reps, and team captains. Give the folder for any absent club member to the one present to take back to the club. If no one attends, you will have to mail the copies.

Take a roll call, recording the number attending from each club.

At the meeting, verify that the printed roster information is correct.

Record the minutes and follow the detailed minutes review process noted above. Print a hard copy for the secretary's notebook and mail a copy to those who do not have email access. Send a digital copy of the approved minutes to the Webmaster for posting onto the web site.

MAY

Note: A May Meeting is held at the discretion of the President and is only called if there is business that must be addressed prior to the July Meeting.

JUNE

Note: A June Meeting is held at the discretion of the President and is only called if there is business that must be addressed prior to the July Meeting.

JULY MEETING

Prepare for the July meeting.

Note: The July meeting was set up for two reasons:

1. To address the issue of clubs taking responsibility for making a nomination for the Vice President position per the rotation in the Standing Rules, and
2. If the President determines there are other issues that need to be addressed.

Email notice for the July meeting to the Executive Board and City Representatives.

- Send a meeting notice to the Club Captains only if there is an issue to be addressed at the July meeting in addition to a nomination for Vice President. Nomination of the Vice President is a requirement of the responsible club's City Representative.
- Include in the meeting notice a reminder that minutes of the February meeting are available on the web site.
- Mail a copy of the meeting notice to those who do not have email access.

Meeting Responsibilities:

- a. Take roll call
- b. Read minutes of the Feb. General Board Meeting (available on web site)
- c. Record the minutes and follow the detailed minutes review process noted above. Print a hard copy of the approved minutes for the secretary's notebook and mail a copy to those who do not have email access. Send a digital copy of the approved minutes to the Webmaster for posting onto the web site.
- d. Have flyers ready for posting regarding the November Annual Awards Luncheon

SEPTEMBER

Email reminder of the November Annual Awards Luncheon to each City Rep. Include a reminder that each club is responsible to provide an item for the raffle held at the luncheon supporting Junior Golf and The Evans Scholarship.

OCTOBER

Email clubs a reminder that in their folder pocket, they have a copy of the club officer form to fill out and mail to the secretary as soon as their club elections are over. Include a reminder that July minutes are available on the web site.

NOVEMBER

- a. Annual Awards Luncheon and Executive Board Meeting
- b. Record the minutes for the Executive Board. Follow the detailed minutes review process noted above. Print a hard copy for the secretary's notebook and mail a copy to those who do not have email access.
- c. Take Roll Call at the Luncheon of Member Clubs represented
- d. Read minutes of the July Captains' Meeting (available on the web site)
- e. Record the minutes for the General Meeting. Follow the detailed minutes review process noted above. Print a hard copy of the approved for the secretary's notebook and mail a copy to those who do not have email access. Send a digital copy of the approved minutes from both the Executive Board and General Meeting to the Webmaster for posting onto the web site.