

# Auxiliary Secretaries

The President has a lot of confidence in you to appoint you as her Secretary. She will rely on you to keep her informed on old and new business to bring up in the meeting. Ask her for an agenda prior to the meeting so you can know ahead of time as to what may take place at the meeting.

Listed below are some of the Secretary duties.

The duty of a secretary is to:

- Record all minutes of the Auxiliary meeting.
  - See “Secretary Minutes” for information to put in the minutes.
- Keep all correspondence/communications.
  - Keep for one year.
- To read applications of new members and to check for the signature of the investigating committee.
- Notify newly elected members.
- See that all installation reports have been submitted to the Department Secretary.
  - It is important to make sure this is done in May.
- Maintain a roll of deceased members with the date of death.
- Input or transmit the names of Delegates and Alternates to District, Department, and National.
  - In March or April, your Auxiliary should be electing delegates and alternates to attend the District, Department and National Convention. It is your job to make sure a list of those delegates and alternates are forwarded to the proper Secretary.
- To have the minutes present at the Auxiliary audit.
  - The Secretary should attend the Audit to only answer questions if they come up.
  - If questions come up about donations made, your minutes should show the motion and the action taken.