

SECRETARY HANDBOOK

NAPE

Newfoundland and Labrador Association of Public and Private Employees

LOCAL OFFICER TRAINING



1.	<u>DUTIES AND RESPONSIBILITIES OF A LOCAL SECRETARY</u>	
	(a) Copy of Minutes.	1
	(b) Component Convention	1
	(c) Annual General Meeting	1
2.	<u>INTRODUCTION</u>	1
3.	<u>FILING SYSTEM</u>	
	(a) Manila File Folders.	2
	(b) Three-Ring Binders.	2
	(c) Filing	2
	(d) New and Old Files.	3
4.	<u>CORRESPONDENCE ANSWERED</u>	
	(a) Return Address.	3
	(b) Current Date.	3
	(c) Inside Address.	3
	(d) Salutations.	3
	(e) Body of Letter.	3
	(f) Complimentary Closing.	4
	(g) Signature Line.	4
	(h) File Copy.	5
	(i) Envelope.	5
5.	<u>CORRESPONDENCE RECEIVED</u>	
	(a) Date the Correspondence.	6
	(b) Read the Correspondence.	6
	(c) File Correspondence.	6
6.	<u>MEETINGS</u>	
	(a) Notice of Meeting.	6
	(b) Agenda.	7
	(c) Minutes of Meetings	8

1. **DUTIES AND RESPONSIBILITIES OF THE LOCAL SECRETARY**

The following is a summary of your duties and responsibilities as a Local Secretary:

- A. The Secretary shall be responsible for keeping an up-dated list of members in the Local and should notify the Office of any change in the membership list.
- B. The Secretary shall be responsible for keeping the minutes of the Local and Executive meetings, the writing of correspondence and the keeping of records.

According to the Union's Constitution and your Local's By-Laws, the Secretary is responsible for seeing that the following information is submitted to Head Office within the specified time limits:

(a) Copy of Minutes

A copy of the minutes of all meetings shall be forwarded to the Head Office within thirty (30) days of such meetings.

(b) Component Convention

A list of delegates and alternates, and proposed resolutions shall be in the hands of the President at least sixty (60) days prior to said Convention.

(c) Annual General Meeting

In the years when there is a Biennial Convention, the following information shall be in the hands of the President at least sixty (60) days prior to said Convention:

- (i) list of Officers;
- (ii) copies of Officers' Annual Reports;
- (iii) Local Treasurer's Report; and
- (iv) a copy of the Auditor's Report and Audited Financial Statement.

2. **INTRODUCTION**

The following information was compiled to help you, as a Local Secretary, to perform the duties associated with your Office. The topics presented will act as a guide in keeping your correspondence and minutes of meetings in a logical order.

You will have three main responsibilities; namely, filing correspondence received, answering correspondence and keeping the minutes of all the meetings of your Local. Each of these topics is dealt with individually and accompanied by examples and illustrations.

As you read through this material, bear in mind that its purpose is to serve as a guide for you to follow. Each Local in our Union is different and as a result, what may be ideal for your Local, may not be practical for another. It is our hope that the Secretaries of all Locals will write in to Head Office any comments or suggestions they may have concerning the Manual. With your help and co-operation, we should be able to formulate a procedure which can be adapted to fit the needs of any Local.

3. FILING SYSTEM

In order to fulfil your duties as a Secretary of your Local, you will not require expensive or elaborate supplies to keep your records in a logical order. Your work will entail two main topics; namely, correspondence and minutes of meetings. Since these two topics are separate, you should have two manila file folders or a three-ring binder divided into two sections.

(a) Manila File Folders:

Each folder has a tab or projection on the top. Label each folder with the appropriate information: for example, "Correspondence - January 19-- to December 19--". The caption "Correspondence" tells you that this folder contains all the material you have received or sent. Your By-Laws say that your fiscal year should end December 31 in each year: therefore, it would be a good idea to have your folder's cover the same period.

(b) Three-Ring Binder:

If you find it easier to use a Three-Ring Binder, you will need two dividing pages with tabs. It would be beneficial to have the tabs two different colours as an added distinction between sections. Your correspondence is placed after the divider; for example, you will have a divider, correspondence, and a divider, minutes of meetings. Each tab would be labelled in the same method that was used for the manila folder.

(c) Filing:

Your correspondence should be placed in your file with the most recently dated piece on top. When you open the folder or particular section of your binder, the last piece of correspondence should be the first thing you see. The same thing would, of course, apply in your minutes - the minutes of the

last meeting would be on the top.

(d) New and Old Files:

At the end of each period, for example, December 31, you should set up another set of files. Your previous year's work should be kept in an easily accessible place, for example, a filing cabinet, desk drawer, etc., where you can get them if the need arises.

4. CORRESPONDENCE ANSWERED

All correspondence should be answered as soon as possible after it is received. One of your main problems as an Union is a lack of communication. If you, as a Secretary, can answer your correspondence quickly and accurately, you will be doing your part to improve our communications.

When you answer a letter, you should make sure you include the following:

(a) Return Address

Your complete address must appear at the top - Post Office Box or Street Number, City or Town, Province and Postal Code. By putting your address on the letter, you will ensure that the receiver of your letter will reply to the correct address.

(b) Current Date

This will tell you and the receiver when the letter was written.

(c) Inside Address

The complete address of the person you are writing - the person's name and title, name of firm (if any), Post Office Box or Street Number, City or Town, Province and Postal Code.

(d) Salutation

Your greetings for the person you are writing. Remember - when writing a fellow NAPE member, you should use the title, "Sister" or "Brother".

(e) Body of Letter

Your first paragraph should be an introductory one; for example, "This is in reply to your letter of (date) re (the reason you are writing the letter)". By stating the date of the letter you are answering, the receiver can refer to his

own correspondence if the need arises. If you are writing the initial letter, you could say, "I am enclosing the following information, etc." Your next paragraph(s) will state your reason for writing. It could be in reply to a previous inquiry or the information you are supplying or requesting.

The last paragraph is just a courtesy closing. For example, "Thank you for your co-operation", or "I would appreciate receiving a reply at your earliest convenience, etc.

(f) Complimentary Closing

Your courtesy closing for the letter, for example, "Yours in Unionism, or "Fraternally".

(g) Signature Line

Your typed or printed name, title, (President, Secretary, Treasurer, etc.) and Local Number. There will be no confusion as to who sent the letter if your name is printed clearly before you sign it. By referring to your **Local Number**, the receiver will know your Region and Component (for Union business particularly).

Current Date

*P.O. Box 000
City, Province
Postal Code*

RETURN ADDRESS

*Mr. Jerry Earle
President
Newfoundland and Labrador Association of Public and Private Employees
P.O. Box 8100
St. John's NF A1B 3M9*

INSIDE ADDRESS

Dear Brother Earle:

SALUTATION

This is in reply to your memorandum of January 10, 2002, requesting a list of Shop Stewards for Local 0000.

BODY

I am attaching a list of our Shop Stewards along with their home mailing addresses and classifications.

I hope that this information is what you require.

Yours in Unionism,

COMPLIMENTARY CLOSING

*Mary Jones
Secretary, Local 0000*

SIGNATURE LINE

(h) File Copy

For each piece of correspondence you answer, you should make a copy. This file copy will be placed in your "Correspondence Answered Folder" or section of your Binder as written proof of having acknowledged or written a particular letter.

(i) Envelope

The inside address of your letter is what appears as the envelope address. In the upper left hand corner, you write your return address. This will ensure that your letter will be returned immediately to you if your envelope address is incorrect or the receiver no longer resides at that address.

The stamp is placed on the upper right hand corner. Make sure that you use sufficient postage; otherwise, the receiver will have to pay the difference before he or she receives the correspondence.

*Mrs. Mary Jones
Secretary
NAPE Local 0000
P.O. Box 000
City, Province Postal Code*

**RETURN
ADDRESS**

**ENVELOPE
ADDRESS**

*Mr. Jerry Earle
President
Newfoundland & Labrador Association of Public &
Private Employees
P.O. Box 8100
St. John's NF A1B 3M9*

5. CORRESPONDENCE RECEIVED

You should treat each piece of correspondence received as follows:

(a) Date the Correspondence

In the upper right hand corner, write "Received" and the current date. This will show when you received the correspondence as opposed to when it was written. Sometimes when you answer a letter, you have to refer to the date on which it was received, especially when there has been a delay in delivery.

(b) Read the Correspondence

When you have read the correspondence, you must decide what action you have to take, for example, **it should be posted where it can be read by the members in your Local**. It should be held until your next meeting for a **decision to be made by the Executive or members** at a general meeting. It may contain a **request for information** which you, yourself, can supply immediately, or it may be an acknowledgement for a previous letter you have written. Whatever information it contains, it should be passed on to the person(s) concerned.

(c) File Correspondence

When you have taken the necessary action on a piece of correspondence, place it in your "Correspondence" or section of your binder. Your correspondence should be filed with the most recently dated piece on top.

6. MEETINGS

When a particular meeting has been scheduled, there are two things which must be done prior to the meeting; namely, **a notice of meeting should be posted** in an area in which the members of your Local work, and **an agenda must be drawn up**.

(a) Notice of Meeting

The notice must specify the **date, time** and **place** of the meeting and normally **the business to be discussed**.

The notice must be posted in a place where it can be read by all the members of your Local.

The responsibility for preparing and posting the notice rests with the Secretary upon consultation with the President or Chairperson of the

Meeting.

NOTICE OF MEETING

ANNUAL GENERAL MEETING
LOCAL 0000

THE ANNUAL GENERAL MEETING OF LOCAL 0000 WILL BE HELD ON THURSDAY, JANUARY 28, 20--, AT 7:30 P.M. AT NAPE OFFICE.

THE BUSINESS TO BE CONDUCTED IS AS FOLLOWS:

1. *Reading and Adoption of the Minutes of the Last General Meeting.*
2. *President's Report.*
3. *Treasurer's Report.*
4. *Committee Reports.*
5. *Election of Officers.*
6. *Election of Delegates to Biennial Convention.*
7. *Nominations for the Provincial Board of Directors.*
8. *Resolutions to Biennial Convention.*
9. *Correspondence.*
10. *New Business.*

(b) Agenda

The Agenda is usually drawn up by the Chairperson as a guideline for conducting a meeting. It is a listing of all the business to be covered and the order in which it is to be presented.

An Agenda for all general meetings shall be posted at **least seven (7) days** prior to the meeting in an area in which the members work.

It is a good idea to type the Agenda with an extra wide right margin to be used for notes. In addition to the extra wide margin, the Chairperson's copy of the Agenda should contain further relevant details to help him/her during the course of the meeting.

For a general meeting, a copy of the Agenda should be posted for all the members to read prior to the meeting. In the cases where the Local is small in number, a copy may be sent to each individual member. If it is a Committee Meeting, then copies should be sent to the Committee Members only. In the cases where the Agenda has been prepared far enough in advance, it can be sent out with the notice of meeting or even incorporated in it. Otherwise, it will be sufficient to post it or send it out in time for everyone to familiarize himself/herself with the contents and make his/her own preparations.

AGENDA

1. *Call to Order.*
2. *Adoption of the Agenda.*
3. *Reading and Adoption of the Minutes of the Last General Meeting.*
4. *Business Arising from Minutes.*
5. *President's Report.*
6. *Treasurer's Report.*
7. *Committee Reports:*
 - (a) *Social Committee*
 - (b) *Shop Steward Committee*
8. *Election of Officers.*
9. *Election of Delegates to Biennial Convention.*
10. *Nominations to Provincial Board of Directors.*
11. *Resolutions Pertinent to Biennial Convention.*
12. *Date and Place of Next Meeting.*
13. *Correspondence.*
14. *New Business.*
15. *Adjournment.*

(c) Minutes of Meetings

All business conducted in a meeting must be recorded. It is not necessary to take everything down word for word. The main objective is to get all the facts down as concisely as possible.

EXCEPTION:

There is one exception to the above. A motion that is made must be recorded word for word with the name of the proposer, the name of the seconder, and the result - carried or defeated.

Minutes must contain action taken, who is to carry it out, who is to make a report, and what is left unfinished or pending.

Arrange minutes so that important matters, resolutions, decisions and votes stand out for each reading.

When the minutes are read by the Secretary at the next meeting, they are signed by the Chairperson. Should anyone point out an error or omission in the minutes at this stage, either the Chairperson or the Secretary can make alterations to the minutes; but once the Chairperson has signed them as being correct, they should no longer be amended in any way.

It is a good idea to adopt a pattern for the minutes, as this makes them much easier to write and to read. The following is an example:

- (i) date, place and time of meeting;
- (ii) name of Chairperson;
- (iii) the names of other officials present, and in the case of a small gathering, the names of all others present; however, in cases of larger bodies, the number of members present;
- (iv) reference to the formalities gone through before the actual business of the meeting for example, reading and adoption of the agenda and reading and adoption of the previous minutes;
- (v) business arising out of the minutes. Many times a question is asked or a suggestion made for which there is no definite answer or solution available; therefore, it is the duty of a designated person to find out the pertinent information and report back to the membership at the next meeting;
- (vi) presentation and discussion of items on the agenda;
- (vii) new business - any new business that a member may wish to bring up and was not listed on the agenda;
- (viii) scheduling date for the next meeting, if applicable;
- (ix) time the meeting adjourned.

MINUTES OF MEETING

LOCAL 0000

The Annual General Meeting of Local 0000 was held on Thursday, January 28, 2002, at 7:00 p.m. at the Union Hall.

Brother R.B. Jones, President, chaired the meeting.

The following Executive Members were present:

*Vice President - Brother M. Smith
Secretary/Treasurer - Sister M. Jones*

There were 25 members present.

1. CALL TO ORDER

The meeting was called in order at 7:30 p.m. by Chairperson R.B. Jones.

2. ADOPTION OF THE AGENDA

*MOTION: M. Jones/M. Smith - the adoption of the Agenda.
CARRIED.*

3. READING AND ADOPTION OF MINUTES OF LAST GENERAL MEETING

*MOTION: J. Abbott/C. Davis - that the Minutes of the last General Meeting held January 14, 2002, be adopted as read.
CARRIED.*

4. BUSINESS ARISING FROM MINUTES

The President commented briefly on the Local's Christmas Dance. It was a complete success and everyone enjoyed themselves to the fullest.

5. PRESIDENT'S REPORT

The President read his Report outlining the Local's activities during the past year, and the progress that was made. (Report attached).

6. TREASURER'S REPORT

The Treasurer read the Local's audited financial statement. With all bills paid, we have a bank

balance of \$75.25. (Report attached.)

7. COMMITTEE CHAIRPERSON'S REPORTS

- (a) *The Chairperson of the Social Committee, Sister P. Edwards, read her report giving the details of all the social activities during the past year. (Report attached).*
- (b) *The Chairperson of the Shop Steward Committee, Brother G. Feltham read his report stating the activities and results of his Committee's work during the past year. (Report attached).*

8. ELECTION OF OFFICERS

The President vacated the Chair to Brother C. Davis, NAPE Board Member, for the election of Officers.

- (a) *The following people were nominated for the position of President:*

*Brother R.B. Jones
Brother J. Abbott
Sister D. Carnell*

After a secret ballot, Brother R.B. Jones was re-elected to the position of President.

- (b) *The following people were nominated for the position of Vice President:*

*Brother M. Smith
Sister P. Edwards
Brother G. Feltham*

After a secret ballot, Sister P. Edwards was elected to the position of Vice President.

- (c) *The following people were nominated for the position of Secretary/Treasurer:*

*Sister M. Jones
Sister T. Holwell
Sister D. Carnell
Sister S. Gosse*

After a secret ballot, Sister M. Jones was re-elected to the position of Secretary/Treasurer.

The President, Brother R.B. Jones, resumed the Chair after thanking Brother C. Davis and his fellow workers for their help and co-operation and for the faith they have shown in him by re-electing him to this position.

9. ELECTION OF DELEGATES TO BIENNIAL CONVENTION

The President explained that we were entitled to send two delegates to the Convention. The President of the Local, if he or she so desires, is an automatic delegate and in accordance with Article V, Section A3, we get one other. He then asked for nominations.

The following people were nominated:

*Brother R.B. Jones
Sister M. Jones
Brother G. Feltham*

After a secret ballot, Brother R.B. Jones was elected to attend the Biennial Convention.

*MOTION: P. Edwards/K. Bennett - that the other two (2) names remain as alternates
CARRIED.*

10. NOMINATIONS FOR PROVINCIAL BOARD OF DIRECTORS

The following people were nominated for the Provincial Board of Directors:

*Brother R.B. Jones
Brother C. Davis
Sister S. Gosse*

*MOTION: R. Rose/K. Bennett - that we would elect one of the above as our nominee
to the Provincial Board.
CARRIED.*

After a secret ballot, Brother R.B. Jones' name will be entered as our nominee.

11. RESOLUTION TO BIENNIAL CONVENTION

*WHEREAS last year we were required to collect money from our members to support the members of our Union who were on strike, and
WHEREAS the Union did not have sufficient funds to finance the strike themselves:
THEREFORE, BE IT RESOLVED that we instruct our Union to set up a strike fund.*

*MOTION: D. Carnell/S. Gosse - that the above resolution be accepted.
CARRIED.*

12. NEW BUSINESS

The first meeting of the new Executive will be held on Tuesday, May 21, 2002, at 7:00 p.m. at the

Union Hall to set up our new Committees and set down our guidelines for the coming year.

13. ADJOURNMENT

*MOTION: M. Smith/P. Edwards - that there being no further business the Meeting adjourned.
CARRIED.*

The meeting adjourned at 10:30 p.m.

*R.B. Jones
Chairperson*

*M. Jones
Secretary*