

**AMVETS Ladies Auxiliary Department of Michigan**  
**LOCAL SECRETARY INSTRUCTIONS**  
**2020-2021**

**First and foremost, you must accurately record the minutes of your Auxiliary meetings. Have a pad of paper and two or three pens handy.**

**Minutes are a history of your Auxiliary. Be careful to record motions exactly as stated. If you are not sure - ask! Once minutes are approved, the motions you wrote down are the official motions of the Auxiliary.**

**#1 It's necessary to record the Auxiliary meeting business. This does not mean you have to write everything word for word. The discussion of a motion is not usually required in the minutes, but the motion and outcome (carried or defeated) must be recorded. You need to make clear what the motion is referring to. You can't just write: Motion by Mary 2nd by Joan to send \$50. You need to clarify the motion. Following a discussion on sending a donation to PAWS – Motion by Mary Smith 2<sup>nd</sup> by Joan Miller to send \$50. CARRIED**

**#2 It is important to transcribe your minutes within a few days of the meeting. The meeting will still be fresh in your mind and it will be easier to decipher your notes. If you are using a tape recorder, it is possible some things are indistinguishable and you need to rely on your memory. Get the minutes done quickly so you won't have to scramble two hours before the next meeting to get them done!**

**#3 Personal thoughts and derogatory remarks have no place in the minutes!!**

**#4 If possible, have copies for each member. If you do not have access to a copy machine, at least have a copy for your President,**

**Parliamentarian and 1st Vice. You might e-mail the minutes to all the Officers a week to 10 days before the next meeting. They will appreciate seeing the minutes before the meeting. (it reminds them of what they need to bring to the meeting!)**

**#5 Keep your notes until after the next meeting when your transcribed minutes will be approved (or corrected). If there is any question about your minutes, you will have the notes to verify the information. Once in a while something really controversial may come up in a meeting. If you have a tape recording of that meeting, you might want to keep it handy for approximately 6 months to a year.**

**#6 Corrections and/or additions to the minutes are recorded in the minutes of the current meeting. Occasionally something is recorded wrong - or left out of the minutes. Do not consider it a personal affront. It happens. Correct it and go on. There is a difference between a correction and a correction to the minutes.**

**Example: If Mary reports a profit of \$115 and you wrote down \$110 - that would be a correction to the minutes. If she reported a profit of \$115 and states at the next meeting the profit was actually \$110. This is a correction to a report - not a correction to the minutes.**

**#7 Correspondence to your Auxiliary should be read at a meeting - with the approval of the President. Normal thank you cards, invitations, etc. can be read, but occasionally there may be something of a controversial matter which should be up to the discretion of the President. You may want to read the correspondence over before you have to present them to your Auxiliary - especially handwritten notes.**

**#8 When bulletins are received from the Department or National, highlight important information and make sure your Auxiliary members are informed. Be sure to check the Department website. Dept. Officers**

**put there bulletins online around the 15<sup>th</sup> to the 20<sup>th</sup> of each month. The website is [amvetauxdeptmi.org](http://amvetauxdeptmi.org).**

**#9 Keep a notebook which includes a Roll Call page, finance reports, correspondence and previous minutes for the Auxiliary year. You may keep a signup sheet for all members at the meeting. This notebook may also include a copy of your local By-Laws and Standing Rules. Keep a copy of your Secretary's instructions and a list of duties from your local Auxiliary. Have it with you at all meetings for reference.**

**#10 Minutes from previous years should be stored away but should not be destroyed. If you are using a computer, you can save your minutes. We can now store 20 years of records on a small thumb drive!!**

**#11 When handling correspondence for your Auxiliary, you want the letters to look professional. Lay them out neatly and keep at least a 1" margin all around. If the letter is short, you may increase the margin to 1.25". Correct spelling and punctuation are very important. Get someone to proofread your letters to check for errors. You cannot always rely on 'spell check' to find mistakes.**

**#12 In most local Auxiliaries, the Secretary is responsible for completing the Revalidation Form after the Auxiliary elections. Make sure it is completely filled out on both sides of the form. When finished, send it to the Department Parliamentarian. You do not have to wait for the deadline – send it out as soon as possible!**

**If you have any questions, concerns, etc. contact your Dept. Secretary. She may not always have the answers, but she can send you in the right direction.**

**Last reviewed & updated by Nancy Middleton, Department Secretary**

**4/2020**