

A Manual for Secretaries of Local Chapters of THE NATIONAL BETA CLUB



Upon accepting the office of Secretary of a local chapter of The National Beta Club, anyone elected should realize that the effectiveness of the club rests, to a large extent, upon his/her prompt attention and regular attendance to the duties of the office. Specific duties of Beta Club Secretaries include keeping accurate records and minutes, securing publicity, and answering correspondence in a timely manner.

I. ACCURATE RECORDS AND MINUTES

It is important for the Secretary to keep a correct roster of membership, as well as a dependable record of attendance. The minutes should state the time and place of meeting, a statement of the general purpose of the meeting, and the main items of business. (The Secretary usually prepares an agenda for the President to follow.) When the meeting gets under way, the Secretary should be prepared to read the minutes of the last meeting.

II. PUBLICITY

Another phase of a general secretary's duties is to look after the publicity of the organization. In an age where we are constantly aware of local and global news issues, it is quite important that the affairs and actions of the group be made known through the media. Radio and television are good mediums to be used when they are available. Most radio stations welcome legitimate news features for their news spots—usually without any cost to the organization for this coverage. The secretary should work closely with the Publicity Committee to carry out this phase of the organization's activity.

III. CORRESPONDENCE

In dealing with correspondence, one should do the following:

- a.) Be neat and legible.
- b.) Be specific and complete. Give essential information.
- c.) Be punctual in answering any communication to your organization or to you as its secretary.

A secretary should always remember that the tone and reputation of the organization are largely reflected by his/her words and actions.