# Secretary

* Attends regular executive board meetings as a voting member
* Orientation and handover at the June Board meeting.
* Is required to do ONE cleaning night (usually one of the first two months)
* On all matters of business, confidentiality is essential.
* Along with all the members of the co-operative, is responsible for the health and safety of LCNS children.

Board Meetings and Minutes

* Records the minutes of the proceedings at all the board meetings and general meetings. Please see the document Taking Meeting Minutes for further information on how to record minutes.
* Once the minutes have been recorded the secretary emails the minutes to the members of the board of directors to be read and then approved at the next meeting within a week of meeting.
* Once the minutes have been approved the secretary ensures a copy is saved to our box.com cloud drive.
* Read the minutes of the previous Annual General and Spring Member meetings.

Monthly Newsletter

* Prepares the monthly e-newsletter. The secretary obtains submissions from the teachers, president, and fundraising officer (as needed / relevant) and includes any other pertinent information including special dates, in the newsletter.
* Responsible for emailing the newsletter out to the membership and printing off a copy to be posted at the school.
* Responsible for uploading an amended copy of the newsletter to the website (without dates of events, calendar, any other personal information).
* Ensure a copy of the newsletter is saved to our box.com cloud drive.

Miscellaneous

* Prepares the Welcome Newsletter (previously most of the information was contained in the September newsletter), to be handed out at the AGM, and as new members join throughout the year.
* Assists with other printed materials, as needed.
* Maintains electronic files of the newsletter and minutes for the successor.
* Prepares end-of-year certificates for students, using template saved on box.com.

Taking Meeting Minutes

* The purpose of taking meeting minutes is to produce concise and coherent summaries of meetings to keep as a record. Minutes are important as they record decision-making and track the evolution of issues and history of the organization. As LCNS is a cooperative nursery school the board of directors changes each year. The minutes can be used as a guide and example for subsequent years board members as to the operation of the school, how different issues or situations where dealt with, how annual meetings were run and when / how changes to the school where made.

Points to Remember When Taking Minutes

* Taking minutes requires diplomacy and professionalism. The minutes are available for all members of LCNS to view therefore when sensitive issues are dealt with confidentiality and objectivity must be maintained in the minutes. The minutes should be reviewed thoroughly, and be free of typographical, grammatical or technical errors.
* The minutes need to be readable. At both the annual meeting and general meeting the minutes from the previous annual or general meeting will be read aloud. Therefore the minutes should be clearly laid out, visually appealing, and easy to read. Long paragraphs can be replaced by concise point-form summaries. Word processing features (bolding, underlining, etc.) should be used to highlight key points and decisions.
* The minutes need to follow a logical flow. The minutes should be logically organized, even if the meeting itself was fragmented and confusing. If the group addresses an agenda item sporadically throughout the meeting, all events that relate to the same item should be grouped in one place.
* The minutes need to be easy to archive and retrieve electronically. Standardized names of computer files should be used across the organization. The naming of electronic files should make it easy to link minutes, agendas and reports. The coding of decisions and motions should make it easy to track their history.

Motions

* Motions occur when important decisions need to be made for example approving meeting minutes. The motion wording should be like this: [Name] proposed a motion to approve the September board meeting minutes, the motion was seconded by [name], the motion was carried by a show of hands. Alternatively the motion was carried by a vote of 5 for and 3 against, for example.

Tips for Taking Minutes

* The easiest way to take the minutes is to use the agenda as a template/outline. Under each item on the agenda simply type the minutes. It is easiest to do this in point form during the meeting to ensure you record everything. Then as soon as possible after the meeting, put the points into coherent sentences and format the document.
* Don’t try to write down every single comment that is made at the meeting just the main ideas. Think in terms of issues discussed, major points raised and decisions made. Type up the minutes as soon as possible after the meeting while everything is still fresh in your mind.

What needs to be included in the minutes:

* Time, place, who attended, who sent regrets and who was absent.
* Write down motions, who made them, the results of votes and who seconded the motion.
* What time the meeting ended, and time and place of next meeting.
* Email minutes to other attendees to proofread and look for any additions or amendments.
* Once the minutes have been approved two copies need to be made. One copy goes into the minutes binder at the school and the second copy in the Secretary’s Minutes binder.