Notes for the Tech Squares Secretary

1 General Responsibilities

The Secretary is responsible for:

- Minutes at all club meetings
- Minutes at all officers meetings
- Club correspondence

2 Minutes

The minutes should be a set of notes that officers (both current and future) can reference to understand what was decided and why. Detailed descriptions of the discussions don’t need to be recorded, but the decision along with a summary of the rationale should be.

2.1 Club Meeting Minutes

You should note each topic and provide a general summary of the discussion. For items brought to a vote, you should record whether the motion was passed. For election meetings, record the candidates and who was elected.

After the meeting, the minutes should be emailed out to the entire club membership. And a copy should be filed in our Athena locker.

2.2 Officers Meeting Minutes

It is usually easiest to start with a copy of the meeting agenda and annotate it. Remember to note at the top who attended.

After the meeting, the minutes should be emailed out to the officers’ mailing list. People will sometimes offer corrections, which should be incorporated into the minutes. At the beginning of each officers meeting, the previous minutes are reviewed and approved by those present. A copy should then be filed in our Athena locker.
3 Club Correspondence

3.1 Club Mail

The club’s paper mail arrives at the UA office (4th floor of the Student Center). The office hours are not always the hours posted, so it’s best to have several people willing to periodically check if the UA office is open and if it is, pick up our mail. You should ensure someone regularly picks up the club mail from the UA office and puts it in the briefcase.

As secretary you are in charge of processing the mail on a regular basis. The club has a tendency to get behind on bills, mostly because people tend to forget to pick up and read the incoming mail. If you are not picking up the mail yourself, you should check the briefcase periodically for this mail and open all of it.

Check the dates on all flyers we receive. If the dances are in the future, the flyers can be added to the stack of flyers we put out at the gate table. All bills should be passed to the Treasurer. All room reservation confirmations go to the Rooming Director. If you are unsure what to do with a piece of mail, check with the other officers or email the officers’ mailing list.

3.2 Donations

Each year some people contribute money to the club above the dues we ask for. You should write each a nice thank you note acknowledging the gift amount and stating (for tax purposes) that they received nothing in return.

Here’s an example:

23 January 1997

Terry Smith
410 Memorial Dr.
Cambridge MA 02139

Dear Terry,

Thank you for your generous contribution to Tech Squares. As we are part of MIT, a tax-exempt organization, your contribution is tax deductible in the amount of $xxx.

Sincerely yours,

Robin Jones
Secretary
4 Sign-in sheets

Our sign-in sheets are generated from our member database, which is maintained by Stephen Gildea.

Every five years or so, clean up our club roster by removing names of people who have not danced with us or paid dues within the last five years.

The following pieces of data have been collected from the sign-in sheets in the past:

- when a person last came and when they last paid dues—this is to know when to remove a name from our sign-in sheets.
- How many people come how many nights a term, so we know how to price subscriptions.
- Everyone’s recent attendance, to know who is a voting member.

We might think of other useful data, so never throw out old sheets. Besides, these are historical records of the club. Old sheets are stored in the briefcase for at least one term, then migrate to the club’s file cabinet.