

**COLORADO STATE COUNCIL**

**OFFICER GUIDELINES**

**SECRETARY**

The Secretary is responsible for:

* Keeping the permanent records of the Colorado State Council (CSC).
* Reading all correspondence at all CSC meetings.

I. Refer to CSC Bylaws and Standing Rules for all duties, **please read the complete document**. Review Parliamentary Procedure on duties of a secretary.

II. Secretary:

A. Keep accurate record of the proceedings of the Executive and General Board meetings of CSC.

1. Record reports and actions taken, all main motions and actions, announcements, adjournment, sign, and date.

2. Minutes should be as brief as possible and should be reported in the order in which the business was presented in the meeting.

B. Attendance is taken at registration for each meeting and recorded in the minutes. Assist the President or Communication Coordinator to gather the information. This serves as the official attendance which includes:

1. CSC officers

2. Lamplighters (Past State Presidents)

3. Councils

4. Chapters: name, number, city, and number present

5. ELANs

6. MAL’s

7. Guests

C. State Council Meetings and State Convention:

1. Read all correspondence at all CSC meetings.
2. Send minutes and the Minutes Review Form to the Minutes Review Committee within fifteen (15) days following the meeting(s).
	1. Committee members include: Lamplighter President as Chairman, President, President-Elect/Membership Coordinator, and your Lamplighter Advisor.
		1. The Chairman will follow up on the status of the minutes.
		2. Refer to the Minutes Review Committee Guidelines.
	2. If there are corrections to the minutes, update and forward a corrected copy to all committee members.
	3. Upon final approval of the minutes, update the Secretaries flash drive with the approved minutes and any motions made.
	4. Forward the approved minutes to the Web Team for posting to the CSC web site within 30 days of said meeting.
3. Planning meeting minutes are sent to the President to distribute as appropriate; they are **NOT** considered “permanent” records of the State Council and are not posted to the CSC web site. They may be kept in the President’s personal files.
4. Incorporate officer reports in the minutes, not as attachments. The reports shall be destroyed after minutes approval.

D. Minutes and Motions:

 1. Refer to CSC Records Retention Guidelines.

2. Maintain a flash drive containing the approved CSC Minutes and any motions made.

3. A flash drive has been given to the President, Lamplighter President, and Web Master.

 a. Email approved minutes and any motions to those with flash drives.

E. Transfer Secretary’s books to successor by July 15.

III. State Reporting:

 A. **Contact your Lamplighter Advisor and the previous officer.**

B. Prepare articles for the *Golden Lamp* per schedule.

C. Make recommendations to pass on to your successor.

D. Write chapter in-service letters.

IV. State Convention Officer’s meeting:

A. Attend meeting called by the newly installed President.

B. Pass all files, etc. to your successor.

 1. Records are maintained per the Records Retention Guidelines.