

CFWC Workshop Paperwork

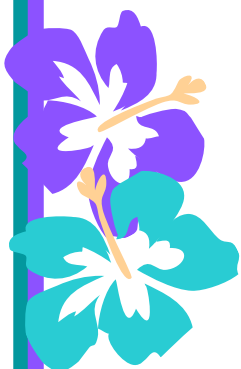
Cindy Sanders



Secretary 101:
From Rookie to Racehorse

SEPTEMBER 13, 2022

9:00 AM



Workshop Outline

10 minutes Meet and Greet

20 minutes of pages review and instructions

15 minutes of pointed interaction with club presidents

15 minutes of open conversation (the difficult questions)?

Thank you for attending, email me other questions.



Love to all,

Aloha.

Barbara


Your CFWC President

2022-2024

All Workshops are on YouTube under the
GFWC California Federation of Woman's Club Channel

Recording Secretary 101

From a rookie to a racehorse

A stylized sun graphic consisting of a solid yellow circle with a dashed yellow arc above it, set against an orange background.

Welcome to the Recording Secretary 101 Workshop

When was the term first used and why?

Going back as far as the 15th and 16th centuries, the role of the secretary was to oversee official and confidential business to powerful individuals. Secretaries were traditionally a role for men who maintained company books, took notes and wrote important letters.

The typewriter was invented in 1868



The invention of the typewriter in 1868 changed the predominately male environment of the secretary

Clerical roles for women increased with the help of secretarial schools and World War 1

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The Remington and the Royal



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National Secretaries Association 1942

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RECORDING
SECRETARY

WHO

WHAT

WHERE

WHY



6

WHO?



What experience is needed



Every Club in the California Federation of Women's Clubs organization has a Recording Secretary, so does each of the 18 Districts in the CFWC



The CFWC has a Recording Secretary, elected position, two-year term, Executive Committee



The candidate running for the office of Recording secretary must have an endorsement from their Club and District as outlined in the CFWC Bylaws and must have served for two years on the CFWC Executive Board



What?

- What are the duties of the Recording Secretary?
- Takes the minutes of Convention, Executive Committee and Executive Board meetings
- Distribution of minutes
- Roll sheets at state meetings
- Assemble all minutes to be bound
- Duties as requested by CFWC President

Where?

- Must attend CFWC Convention and CFWC State Board meetings wherever they are held
- CFWC bylaws are found in the CFWC yearbook
- Procedure book should be provided by your predecessor
- Club, District, State Parliamentarian
- Previous Recording Secretary



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Why?

- The minutes that are kept by the Recording Secretary become a legal record
- Minutes are preserved with a bound copy for the President and one copy put into the archives
- Necessary for keeping track of ongoing items that take place over several meetings
- Record of motions

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Secretariat

- By the time the colt was a yearling, he was still without a name. The farm secretary, Elizabeth Ham, had submitted ten names that were rejected by the Jockey Club. Her final submission was one that she chose herself, picked from her own career.
- Secretariat became the most famous racehorse in history
- The office of secretary



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Cindy Sanders

California Federation of
Women's Clubs
Recording Secretary
2022-2024

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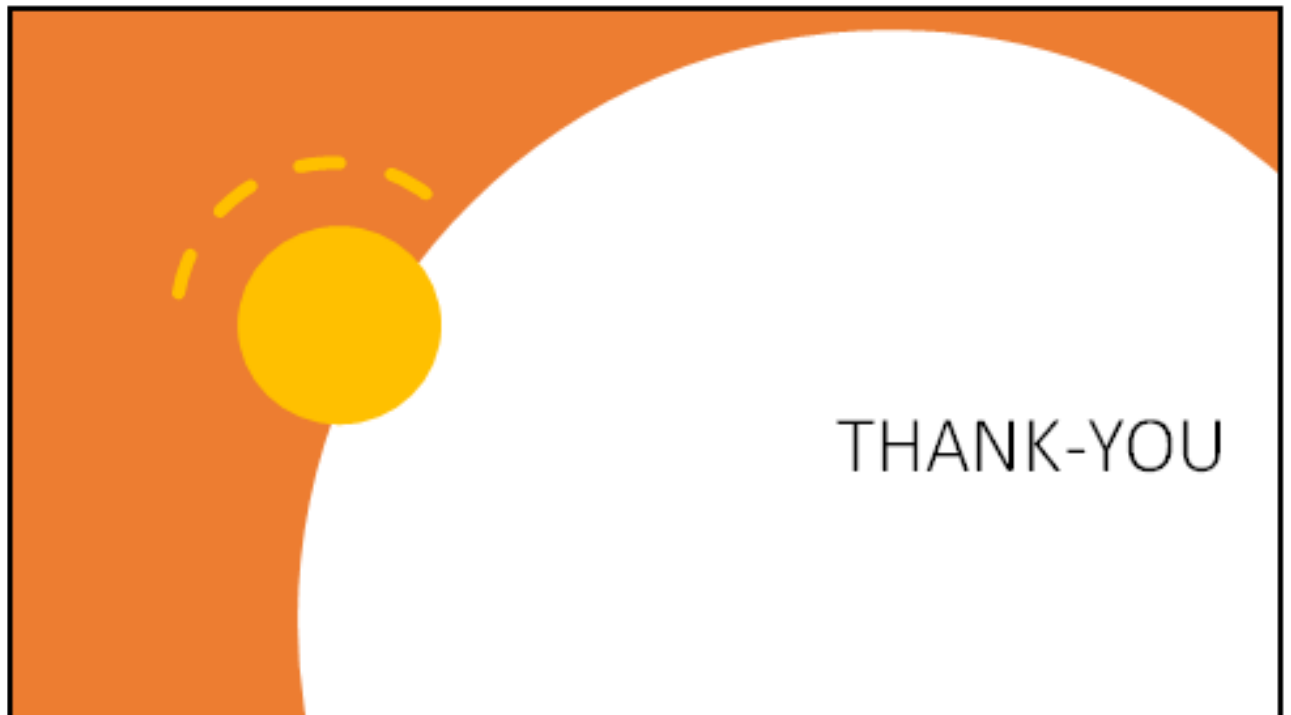
Please plan to join me for my next workshop

Recording Secretary 102

Questions??



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CFWC RECORDING SECRETARY - Taken from the CFWC Job Descriptions

The Recording Secretary:

Serves as the CFWC Recording Officer and custodian of its records and keeps the minutes of all CFWC State Meetings (Executive Committee, Executive Board, and Convention). The Recording Secretary they keep an updated official listing of all CFWC Clubs, Chairs of Program areas, Special Appointment Chairs, as well as Standing and Special Committees. They assist the president with other duties if needed.

Duties of the Recording Secretary:

1. Be responsible for the "Attendance Sheets" at Executive Committee, Executive Board and Convention meetings.
2. Make the minutes available upon request.
3. Sign certain documents of CFWC as requested by the President.
4. Be prepared with ballot materials in the event an unexpected ballot vote is ordered.
5. Have the CFWC seal and embossing stamp available for any certificates.
6. Have motion forms available at all meetings.

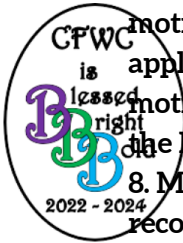
2 From Federation at a Glance 2022

7. Prepare for the President, as soon after meetings as possible, a listing of unfinished business, motions that have been laid on the table, motions that were postponed (when, why and time if applicable), special orders (time if applicable), orders of the day and motions to reconsider but not yet called up for a vote, and any additional information useful to the President in preparing agendas.
8. Make copies available for all Executive Board members and read the Executive Committee recommendations to the Executive Board and move their adoption.

9. Assemble all materials which are to be retained for the Administration.

Other Duties and Procedures:

1. With the Parliamentarian, check the eligibility and qualifications of those candidates nominated from the floor at Convention.
2. Send copies of the Executive Committee and Executive Board minutes to the members within thirty (30) days of the meetings.
3. Send copies of the Convention minutes to the Executive Committee and the Executive Committee Elect during the election year, within sixty (60) days following the close of convention.
4. Send a copy of the Convention minutes to the three (3) designated members appointed (by the President) to approve the minutes.
5. Be responsible for keeping copies of all minutes, CALLS, convention programs, reports and other Administration materials. One set is placed in the State storage unit. A duplicate copy is given to the immediate Past President upon request and payment of costs.
6. Be responsible for preparing the page for the Procedure Book at the beginning of the new administration.
7. Keep adequate and correct minutes in order to avoid legal problems affecting the status of the organization.
8. Have motion forms available at all meetings for members presenting motions.



CFWC CORRESPONDING SECRETARY - CFWC Job Description

The Corresponding Secretary is appointed by the President and they are a member of the Executive

Committee and Executive Board. They conduct the correspondence as directed by the President,

specifically for Convention, the Executive Committee and the Executive Board.

Duties are:

1. Prepare the CALL to Board meetings and Conventions with the assistance of the President,
(approximately six weeks before the event).
2. Be a member of the Convention Committee and assist the President and Convention Chair in developing the Convention program.
3. Keep a supply of CFWC stationery and distribute as needed.
4. Prepare a Corresponding Secretary's page in the CFWC Procedure Book.
5. Present workshops as scheduled.
6. At the beginning of the Administration, be responsible for numerous lists, letters and notes to members of the Executive Committee, Program Chairs and other members of the Board, as directed by the President.
7. Prepare a "database" of members of the Executive Committee, Program Chairs and other members of the Board for any items to be sent electronically.
8. Prepare the Procedure/Yearbook and any other CFWC publications if directed by the President.
9. Transfer all files and correspondence pertaining to this office to be retained along with the administrative records.
10. Maintain current listings of all board members, their addresses, telephone numbers and email addresses.



RECORDING SECRETARY -Taken from the CFWC Yearbook for 2022

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The duties of the Recording Secretary for the California Federation of Women's Clubs will include the keeping of minutes of meetings, attendance and the compilation of records. This sounds very basic, right? In many ways it is, and this method of preserving facts will continue just as it has since January 17, 1900 when our State Federation was founded with forty Clubs representing 6,000 members. While it is true that some of my predecessors most likely hand wrote the minutes then used a typewriter to complete the process, records have been kept and preserved. The sharing of this pertinent information probably was completed by sending copies through the mail. Thankfully times have changed, and I will be using my cell phone to record meetings while also taking handwritten notes then transferring the information to a written format on my computer for distribution by email. Hooray for progress!



My position as Recording Secretary will challenge me to keep accurate accounts of meeting minutes, motions and other important actions taken by our members. I am looking forward to serving the California Federation of Women's Clubs in this capacity. The best part of this position will be the opportunity to spend time at the meetings and Conventions with all of you my Sisters and Brothers in Federation! There is a special magic that happens when we gather and meet in person. Smiles, laughter and beauty fill the room when we are together. Knowledge, ideas and creativity are shared. Friendships are fostered and renewed. While it may be true that the smiles and laughter may not make it into the minutes, the camaraderie of our CFWC family will continue to play an important role in the future of our organization. Aloha means to respect and love one another and to live in harmony with everything around you. Just as aloha is something that must be experienced, the love and generosity of the California Federation of Women's Clubs is also best enjoyed in person. " Aloha is the essence of relationships in which each person is important to every other person for collective existence." Our existence as an organization relies on each member to participate, attend and invite at the Club, District and State levels.

I look forward to serving as the California Federation of Women's Clubs Recording Secretary for the 2022-2024 term.

CFWC is indeed blessed, bright and bold!