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A Score Card for Organization Secretaries
Michigan State University Extension Service
Don Phillips, Adult Education
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A
SCORE CARD
for
ORGANIZATION
SECRETARIES

by
Don Phillips

*"O wad some Powr the giftie gie us
To see oursels as others see us!"*

— *Robert Burns*



MICHIGAN STATE COLLEGE
Extension Service: Adult Education Program

Cooperative extension work in agriculture and home economics. Michigan State College and the U. S. Department of Agriculture, cooperating. R. J. Baldwin, Director, Extension Service, Michigan State College, East Lansing. Printed and distributed under Acts of Congress, May 8 and June 30, 1914.

PURPOSE

This score card has been provided to help organization secretaries think through their responsibilities and evaluate their efficiency.

Chairman of organizations may encourage the use of this device, modified as they wish, to help define the duties of the secretary. Those responsible for officer training programs may find the score card helpful.

Groups in the community who are sponsoring leadership training programs may wish to invite secretaries of various organizations to meet with them. The cards might be scored, collected unsigned, shuffled and redistributed. A request for a show of hands on the number of "No's" for each question will indicate those duties which might merit discussion.



I. ON TAKING OFFICE, DID I

- | | Check
Yes or No | |
|---|--------------------------|--------------------------|
| 1. Discuss my responsibilities with the chairman?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Check the by-laws of the organization to determine my specific duties?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Bring to the attention of the chairman or group any unclear or incomplete statements in the by-laws concerning the duties of the secretary? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Request the chairman to announce my responsibilities to the group? (Purpose: To acquaint members, especially with responsibilities outlined in statements 6, 7, 20, 22, 25, appearing elsewhere in this bulletin.) | <input type="checkbox"/> | <input type="checkbox"/> |



II. IN PREPARING FOR THE MEETINGS, DO I

A — Execute the following responsibilities:

- | | Check
Yes or No | |
|---|--------------------------|--------------------------|
| 5. Send out meeting notices in sufficient time to allow members to plan attendance? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Use the telephone as a follow-up of the notices so that I am prepared to report the anticipated attendance?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Become sufficiently acquainted with program plans so that I can intelligently encourage meeting attendance?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Have all correspondence arranged in a convenient and logical order? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Keep my books up-to-date?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Train and keep someone informed to act efficiently in my absence?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Have some records available to visitors (speakers, especially) to inform them of the purpose, activities, and progress of our organization? | <input type="checkbox"/> | <input type="checkbox"/> |

B — Have the following materials and information ready for immediate reference:



- | | Check
Yes or No | |
|--|--------------------------|--------------------------|
| 12. An up-to-date membership roll prepared for convenient roll call marking? | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. A list of all "standing" and "special" committees, with duties of each? | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. A record of the progress of each committee?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. A copy of the constitution and by-laws?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. A reference for settling questions on Parliamentary Procedure?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. The record of previous minutes?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Correspondence received since the last regular meeting?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. An "order of business" to be used by the chairman which includes all "unfinished" business, noting especially the committees: (1) which are scheduled to report, (2) from which no report has recently been heard? | <input type="checkbox"/> | <input type="checkbox"/> |



III. DURING THE MEETING, DO I

Check
Yes or No

20. Discuss the "order of business" with the chairman before the "call to order"?
21. Take a seat at a table convenient to the chairman?
22. Stand ready, in the absence of the chairman and vice-chairman, to call the meeting to order, and preside during the election of a temporary chairman?
23. Call the roll, correctly and easily pronouncing all members' names?
24. Carefully record:
- a. Whether this is a "regular" or "special" meeting?
- b. The name of the organization?
- c. The date and place of the meeting?
- d. The number in attendance? (youth and adults, members and non-members)
- e. The names of guests, or visitors, and the organizations which they represent?
- f. The name of the chairman and secretary — or substitutes?
- g. The disposition of the minutes of the previous meeting?
- h. The important facts about announcements made?
- i. All motions, the names of persons making them, and the disposition of the motions, including the number of votes for and against each question?
- j. The minority attitudes and opinions as well as those of the majority?
- k. Kind of recreation program presented?
- l. Persons appointed to new committees, and their assignments?
- m. The time of starting and adjourning the meeting?

25. *Actively assist the chairman during the meeting by:*

- | | Check
Yes or No | |
|--|--------------------------|--------------------------|
| a. Encouraging — for the record — the reaching of conclusions on the subject under discussion?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Requesting a restatement of motions, amendments, and conclusions when they are not clear and concise?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Helping to keep discussion on the subject — for the sake of the record? | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Helping to maintain parliamentary procedures so that the intent of those present can be properly recorded?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. Periodically request the chairman or organization to criticize the manner in which I carry out my responsibilities?..... | <input type="checkbox"/> | <input type="checkbox"/> |

IV. AFTER THE MEETING, DO I



- | | Check
Yes or No | |
|--|--------------------------|--------------------------|
| 27. <i>Promptly</i> forward copies of the record of business, motions approved, discussion, conclusions, etc., to the area, state or national office?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. Inform absent officers, etc., of organization action which concerns them? | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. Send the local editor a report of the meeting and an announcement of the next one?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. Have the president or chairman add his name to my own as co-signer when minutes are to be published?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. Notify — in writing — all officers, committeemen, and delegates of their appointment, and file copies of such notifications?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 32. Prepare for my unexpected absence by keeping all records in a place known by, and convenient to, other officers?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 33. Encourage inspection of records by members and committeemen?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 34. Compare my records with those of other secretaries in order to benefit from their methods, etc.?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 35. Keep a "clipping" file or scrapbook of our organization's activities?..... | <input type="checkbox"/> | <input type="checkbox"/> |



V. FOR MY SUCCESSOR, WILL I

- | | Check
Yes or No | | |
|---|--------------------------|--------------------------|--------------------------|
| 36. Deliver all of the organization's supplies?..... | <input type="checkbox"/> | <input type="checkbox"/> | |
| 37. Deliver all records, complete, and in good order?..... | <input type="checkbox"/> | <input type="checkbox"/> | |
| 38. Discuss my responsibilities, as well as my methods of keeping records?..... | <input type="checkbox"/> | <input type="checkbox"/> | |
| TOTAL SCORE, Yes..... No..... | | <input type="checkbox"/> | <input type="checkbox"/> |

TO SECRETARIES RESPONSIBLE FOR PUBLICITY

In the final analysis, the purpose of publicity is to make the presence of the organization felt and accepted by the community. Thus, progress, achievements, and contributions to community betterment will always make good news items. Of course, announcements are always justified. However, editors are busy, space is limited, and rewrite time is precious.

Any announcement should tell, briefly and concisely: *Who* is involved? *When*? *Where*? *Purpose*? and *Program*? Any story should add: "With *what* results? and *how* results were achieved?"

One editor told his reporters to prepare their stories as though they were telegrams, costing ten dollars for every word over fifty. Write your news story with this in mind. Then take it to the editor, ask him for criticism so that your next story will be prepared as he would like it.

When you indicate to the editor that you desire to serve him, as well as your organization, you will get cooperation.

SUGGESTIONS FOR INVITING OUTSIDE SPEAKERS OR OTHER PROGRAM HELP

Be thorough. Include the following information in your letter or telephone conversation when asking for program assistance:

1. Name of person making request.
2. Address, and telephone number.
3. Office held by person making request.
4. Name of organization.
5. Area covered by organization.
6. How frequently the organization meets.
7. Attendance anticipated.
8. Date, place, and time of meeting for which you are asking assistance.
9. Group composition (all men, all women, mixed, older, middle-aged, young and old, how young, etc.).
10. Goals of your organization.
11. Specific theme, topic, or program being requested.
12. Amount of time to be given this part of the program.
 - a. Whether there is to be a period for questions and discussion. If so, how long?
 - b. Whether there is to be a debate, symposium, panel or total group discussion. Explain fully.
13. The specific objective you are striving to accomplish by the assistance requested.
14. Whether the organization is offering to pay expenses; an honorarium?
15. Directions for finding the place of meeting. (Even a crude map is helpful.)

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ADDITIONAL MATERIAL

Additional free material on Organization Leadership may be obtained from:

I. Bulletin Office, Department of Public Relations, Michigan State College, East Lansing:

Extension Folder F-39 — "Making Group Discussion Meetings 'Click'"

Extension Folder F-78 — "Discussion Leader's Score Card"

Extension Bulletin E-274 — "Chairmen's Score Card"

Extension Bulletin E-286 — "Selected Readings on Marriage and Family Relations"

II. Department of Public Instruction, Lansing, Michigan:

Bulletin 339 — "Understanding Through Discussion"