

ADVISER'S GUIDE TO ADVISING THE LODGE SECRETARY

Preparation:

The purpose of this outline is to provide a method for advising the lodge secretary on his:

- Duties as a secretary;
- How to take minutes;
- Support of other lodge leaders;
- How to work with the council;
- On his goals and how he fulfills them.



This session is normally held after the Lodge Leadership Development event.

Review the *Order of the Arrow Handbook*, the *Order of the Arrow Guide for Officers and Advisers* and lodge rules on the subject of the lodge secretary.

Obtain and review the rules of order used by the lodge (typically *Robert's Rules of Order, Newly Revised*.) The list of duties in this outline is based on the *Guide for Officers and advisers* and on *Robert's*

ADVISING METHODS

1. Review lodge leader's motivation for accepting job. Ask 'Why did you run for lodge secretary? What do you hope to accomplish? How do you expect to do this? What might you do after you are secretary?'
2. Review the duties of the secretary
 - A. Keeps a record of all the proceedings of the lodge executive committee and general membership meetings
 - B. Keeps on file all committee reports
 - C. Keeps the lodge's official membership records
 - D. Writes articles for the council newsletter and the lodge bulletin
 - E. Makes the minutes and other records -available to members upon reasonable request
 - F. Notifies officers, committee members, and other members of their election or appointment
 - G. Signs all certified copies of acts of the lodge, unless otherwise specified in the lodge rules
 - H. Maintains records of the lodge rules and the minutes and has these available at every meeting
 - I. Sends out notice of meetings to the membership
 - J. Conducts the general correspondence of the lodge
3. Discuss keeping *minutes* using the sample below
 - A. Record the proceedings of the lodge and its committees
 - B. What was *done*, not what was *said* (it is the member's responsibility to keep track of the announcements.)
 - C. Never reflect the secretary's opinion

- D. Contents of the minutes.
 - i. *The first paragraph* of the minutes contains:
 - (1) The kind of meeting: regular, special
 - (2) The name of the assembly: lodge meeting or executive committee meeting
 - (3) The date, time, and place of the meeting
 - (4) The fact that the lodge chief and secretary were present or, in their absence, the names of the persons who substituted for them
 - (5) Whether the minutes of the previous meeting were read and approved – as read, or as corrected
 - ii. *A separate paragraph for each subject matter* showing:
 - (1) All main motions giving:
 - (a) The final wording of each motion
 - (b) The action taken on each motion
 - (c) The name of the mover of all important motions
 - (2) All points of order and appeals, whether sustained or lost, together with the reasons given by the chair for his ruling
 - iii. *The last paragraph* gives hour of adjournment
 - E. Additional practices
 - i. The name of the seconder of a motion is not entered in the minutes unless ordered by the group.
 - ii. Voting: enter into the minutes
 - (1) The outcome of voice votes
 - (2) The number of votes on each side when by show of hands
 - (3) The details of roll call votes
 - iii. The meeting may occasionally break up into a committee of the whole.' Only its report is entered into the minutes.
 - iv. Record the same information whether a question is considered formally or informally
 - v. Committee reports of great importance can be entered into the minutes by order of the group. Then the entire report is copied into the minutes.
 - vi. Give the name and subject of a guest speaker but do not summarize his remarks.
 - F. The signature.
 - i. Minutes are signed by the secretary
 - ii. Respectfully submitted is not required.
4. Review interactions with other lodge and council personnel.
 5. Review other duties assigned by the lodge to the secretary
 - A. As given by the Handbook and lodge rules
 - B. As suggested by normal lodge practice
 6. Set goals
 - A. Review goals established by the key three for the secretary, if any
 - B. Timely reproduction and distribution of the minutes
 - C. Timely submission of publicity articles
 7. Develop strategy for achieving goals
 - A. Recruiting and training needed help
 - B. Implementation of the plan
 - C. Recognitions and reports
 8. Set personal development goals – set the example
 - A. Participation in all chapter and lodge activities
 - B. Proper uniforming

APPENDIX: SAMPLE MINUTES**Minutes of the Executive Committee
Er-Cuy-Ti-Na-Mi Lodge
Order of the Arrow**

The regular monthly meeting of Er-Cuy-Ti-Na-Mi Lodge Executive Committee was held on Thursday, January 4, 1989, at 7:30 p.m., at the Council Service Center, the Lodge Chief being in the chair and the Lodge Secretary being present. The minutes of the last meeting were read and approved as corrected.

The Lodge Treasurer reported the receipt of a bill from the Downs Construction Company in the amount of \$500 for the improvements recently made to the dining hall at Camp NeverWas. The question put by the chair "that the bill be paid" was adopted.

Pete Johnson, reporting on behalf of the Unit Elections Committee, moved that "Elections be permitted only between 1 March and 15 April." The motion was defeated after debate.

The report of the Activities Committee was received and placed on file.

The special committee that was appointed to investigate the design of a new lodge flap reported.

Its chairman, Ron Oldani, offered a resolution, which, after debate and amendment, was adopted as follows: "Resolved, That the lodge flap be a white background with black lettering and border and with block lettering reading Er-Cuy-Ti-Na-Mi Lodge on the top line and WWW BSA on the second.

The resolution relating to the use of the Lodge's ceremony site by district camporees, which was postponed from the last meeting, was then taken up. This motion and a pending amendment were laid on the table after the chair announced that the guest speaker had received a phone message which would require his early departure.

The Lodge Chief introduced the guest speaker, Mr. James F. Mitchell, whose subject was the council 1990 camp promotion goal, Two more in '90.

The resolution relating to the use of the Lodge's ceremony site by district camporees, which was postponed from the last meeting, was then taken up. After amendment and further debate, the resolution was defeated, having read as follows: 'Resolved, That no one should even know the location of the ceremonial grounds no less think they have the right to use them.'

Darrel Jones moved "that the Lodge undertake the establishment of a walking trail system at Camp NeverWas." Chet Zimmer moved to amend this Motion by inserting the word 'nature' before 'trail.' On motion of Billy Hikings, the motion to establish the trail system, with the pending amendment, was referred to a committee of three to be appointed by the chair with instructions to report at the next meeting. The chair appointed Darrel Jones, Billy Hikings, and Ron Johnson to the committee.

The meeting adjourned at 10:05 p.m.

William Armstrong, Lodge Secretary
(Signed - William Armstrong)

APPENDIX: SOURCE MATERIALS AND RESOURCES

2003 – 2007 Order of the Arrow Strategic Plan

<http://www.oa-bsa.org/programs/splan/>

OA Publications Listing

<http://www.oa-bsa.org/resources/pubs/>

Order of the Arrow Handbook #34996C, Revised 2002*

Guide for Officers and Advisers #34997B, Revised 2002*

**Available from the BSA National Supply Division, must be ordered through your local council.*