

Bennington College
March 17, 1942

Manual for secretaries of student committees

Duties of secretaries

I. In preparation for meeting

Prepare agenda with chairman. This includes unfinished business left over from previous meetings, and new business to be taken up. Both Chairman and Secretary should have a copy of this list.

Post notice of meeting and arrange for meeting place if this procedure is not automatic. Be especially careful to put notices of meetings in faculty members' post boxes well in advance of the meeting and to notify them if the meeting is cancelled.

II. At meeting

Have agenda list and minute book on hand.

See that agenda is covered.

Take minutes on discussions, being sure to report the outcome. Cross off the agenda list any item about which a definite decision is made. Make a note of items which should be brought up again.

III. Follow up

A. Write up minutes

Minutes should be typed and kept in a separate looseleaf notebook in chronological order. There should be in the front of each notebook:

1. Copy of the Bennington College Constitution
2. Community Standards and Campus Regulations
3. Outline of procedures of Committee
4. Outline of procedures of Secretary
5. Index
6. Lists of students and faculty
7. List of committee members
8. Manual for secretaries

The minutes of each meeting should be headed by: page number
Bennington College
date

The first paragraph should state that the committee met, the date, and list the members present or absent.

Manual for secretaries of student committees #2

If the minutes of the previous meeting are read, the fact that they are approved or corrected should be noted.

Each item discussed should be recorded in a separate paragraph under a descriptive heading which should be consistent and brief. Conciseness is noteworthy, but be sure that the complete story is down. Consider that these minutes will be read by persons entirely ignorant of the discussion. Consult your student and faculty lists for correct spelling of names, and make the copies as free as possible of spelling errors and strikeovers. Minutes should be impersonal (the committee rather than "we") and somewhat on the formal side which eliminates the use of nicknames.

Make ^{Four} ~~three~~ copies of all minutes. One is for your notebooks, one for the committee chairman, and one for filing in ~~Miss Johnson's~~ ^{Mrs. Leonard's} office. Supplies can be obtained from ~~Miss Johnson~~ and notebooks should be left in her office during vacations. (Coun. book, & Ent. Comm. book)

Reports or notices received, if mentioned in minutes, should be attached to the record and their page numbers noted. Keep the original in your notebook, but a copy should be filed with the minutes in ~~Miss Johnson's~~ ^{Mrs. Leonard's} office.

Minutes should be signed by the secretary with the name of the committee typed underneath.

- B. Write necessary memoranda, bulletin board notices, and reports, making three copies.
- C. Keep rules and regulations, committee personnel list, index up to date.
- D. Read Group Leadership, pp. 198-208

(Particularly, Paragraph 1, page 200
Paragraphs 2 & 3, page 203
Paragraphs 1 & 2, page 204
Paragraph 1, page 208)