



The Heart of a Community... The Hope of a Nation!

Apex Training Manual

Club Secretaries



Club Secretary's Training Manual

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INTRODUCTION

YOU ARE THE KEY LINK IN THE CLUB

Whether you realise it or not, you are the hub of your Club. In a well organised, well run Club you will find an efficient Secretary. Make no mistake, you are in for a busy but rewarding year.

You will find that your duties can be divided into three main categories:-

- Planning;
- Communication;
- Recording;

To be a good Club Secretary, you need to be an efficient Club administrator. The smooth functioning of your Club rests largely at your feet.

PLANNING

You are the President's other right hand. You must meet and communicate with your President on a regular basis regarding mail received, forthcoming events, deadlines, Board and Club meetings, meeting agendas etc. Set yourself a time to do this - it should be regular, preferably weekly, otherwise fortnightly. But don't let it build up or it will be too much for both of you, or the correspondence will not receive the attention it may require. If you can't meet face to face with the President, then phone contact at least once a week is suggested.

COMMUNICATION

You are the central communicator on and for the Board. Regular communication with Board members will facilitate efficient operation. Set up a system that ensures that Board members receive correspondence pertinent to their portfolio at the earliest possible opportunity. This will ensure that they have sufficient time to research any correspondence and be able to make a proper recommendation on a course of action. To be forewarned is to be forearmed.

You should circulate the minutes of Club and Board meetings within a week of the meetings. Minutes serve to remind members of the tasks that they need to pursue and other issues that arose from the meeting. Likewise agendas should be circulated prior to meetings, to give notice to members of any special discussions that may take place.

You are the link with Apex beyond your Club level. You should ensure that those items relating to the District, State or Association are dealt with promptly and that the relevant information is passed on to the President or Club Members.

RECORDER

You are the main record keeper for the Club. Ensure that minutes of the meetings are recorded accurately and kept in a secure place. Your records should be kept in a neat and logical method.

PREPARING FOR YOUR YEAR

Before you start your year you should complete several tasks that will help you to perform in the most efficient manner possible. Suggested tasks are:-

- Meet with the incoming President and discuss how you will communicate on matters of importance, correspondence etc;
- Discuss with the incoming President the procedures that they wish to adopt regarding Club and Board meeting agendas;
- Spend time with the current Secretary going through their procedures regarding minutes, correspondence, supplies etc;



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- Determine from your predecessor the current procedures regarding correspondence collection. Make certain that you obtain the key to the letterbox. Who has the spare key?
- Discuss with the incoming President the calendar of events for the coming year. Ensure that you order Yearly Planners from Apex or obtain them while at the Training Seminar. You will need one for each member of the Club, plus a couple of spares for new members.
- Consider placing the Club President's phone number in your local telephone directory or if necessary, advise Telstra of any changes to the Club's contact in the telephone directory. Also advise your local council and any other civic groups you have contact with, of the new Club Executive. Advise the current and Incoming District Governor of the new Club Executive and the remainder of the incoming Club Board and their portfolios. Provide contact phone and fax numbers and email addresses.
- Check your current supply of materials necessary for the job and order or purchase these. Refer to the following sections for suggestions on what is needed to do the job.
- Advise the relevant Government Department of the change of Public Officer. Your State Secretary/Treasurer will advise you on the requirements under the Incorporation Act. Many Clubs automatically require their Secretary to also be their Public Officer.

SUCCESSION

One of your roles will be to ensure that your position is filled next year and that the transition is orderly.

A common error made by Club Secretaries is to over emphasise the amount of work involved in the position. This can discourage potential successors! As with any job, it can seem like a lot of work at the beginning, but as time goes by you quickly learn the most efficient ways of doing the job.

You can encourage potential successors by carrying out your duties with efficiency and flair and making the job seem easy and interesting. Make this one of your goals during the year. And above all, don't lose your sense of humor!

When it comes time to hand over, ensure that your successor is fully briefed on all current matters before the Club and that all records and property of the Club are passed on.

FILING

One of the important jobs that you will need to do is to file all of the Club's incoming and outgoing correspondence. There are many ways to file the information that you will handle as Secretary. Whichever way you choose to file, the important thing is to be able to easily locate any information that you may be called upon to produce.

The ultimate method of filing is to use a filing cabinet. Many Clubs do not have this luxury and it generally requires somewhere permanent to store the cabinet. A simple method of filing is to use one or two ring binders for the correspondence. Expanding files may also be suitable.

A useful method of filing is to create a series of sections in the binder(s) or cabinet to categorise the correspondence and other information that you need to store. Some suggested section headings are:-

- Association Circulars and Mail
- State Circulars and Mail
- District Circulars and Mail
- Incoming Board Matters
- Completed Board and Club Minutes
- Apex National Supply House
- Odds and Ends
- Immediate Action

The advantage of this category system is that it is easy to find several items on a related subject.



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Alternatively you can simply store all items together, without separating them into categories. Whether you divide your correspondence into categories or not, you must use an indexing system. All correspondence is stored in chronological sequence, with each item being given a sequential filing number. That file number is written on the top of the correspondence and also written in the index with a description of the correspondence. The index is kept at the front of your files.

The index would look something like that shown below. You then summarise what each item of correspondence is about, whom it is from and what action has taken place, or who you have copied the letter to. This index page can then form the basis of your reports to meetings, rather than having to flick and read through pages and letters.

If using categories, then you can call your categories A, B, C, D etc. This category letter forms the first character of the file number (see the first column in the table below). This ensures that you know what category the letter has been filed under and to ensure it is always filed in the correct section. The numerical part of the file number is simply the next unused number in that category.

If you don't use categories, then you will simply number the correspondence without any section letters (file numbers 001, 002, 003 etc).

FILE No	DATE	FROM	REGARDING	ACTION
A-001	12/7/99	Apex Australia	Newsletter	DN Editor
D-001	15/7/99	Safety House Committee	Signs need erecting	Service Dir
B-001	21/7/99	Outgoing District Governor	Nat Convention	President
B-002	23/7/99	District Governor	District Meeting	President
D-002	23/7/99	Meals on Wheels	Roster	Service Dir
D-003	25/7/99	Our town Shire Council	Civic Reception	President

A separate file and index is kept for both incoming and outgoing correspondence. For the outgoing correspondence, the 'from' heading would be changed to 'to'. Otherwise the same index system can be used. It is unlikely that you would need to create categories in your outgoing file, but use whatever system you feel happiest with.

Remember that the filing system can be flexible. If you have a special project on, then it may be necessary to include a separate file for the project, especially if the project is ongoing and large amounts of correspondence is generated.

If you pass on correspondence to a director then consider making a photocopy for your files. You should ensure that any correspondence sent outwards by other Club members is copied to yourself.

The important thing to remember with your filing system is to ensure that you keep it up to date. Don't leave your filing to the last minute. If you file as you go you will find your job a lot easier and the filing system will be much more meaningful (and you'll be able to find things you're looking for!).

The files will eventually become huge, as you will inevitably be collecting not just your correspondence for filing, but files that have accumulated from previous Secretaries. Some culling of previous year's files will be necessary. Minutes of Board and Club Meetings must be kept. Other than that you should keep correspondence and documentation that can have some relevance in future years. In general you should do the culling with your President, especially if you are not certain what to keep or discard.

MINUTE TAKING & RECORDING

GENERAL NOTES ON MINUTE RECORDING

Minutes of Club and Board Meetings are an important, if not the most important part of a Club. The minutes of meetings are a history of the activities and decisions of the Club. They can become the basis of the Club's history.

Minutes must be complete, yet concise, accurate, expressing only facts (not the writers opinions) and set out in such a way that ready reference can be made at any time to any item discussed in the past.



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The minutes should clearly indicate:-

- The particular nature of the meeting - Club, Board, Annual General Meeting etc;
- The date, time, and place the meeting was held;
- The name of the Chairman;
- Where the number attending the meeting is small, the names of all of those in attendance. At larger meetings names are not necessary (except the Chairman's), but the number of people present should be recorded;
- The business of the meeting set down in chronological order, starting with the appointment of Chairman (where necessary), followed by the confirmation of the minutes of the preceding meeting and then a record of each item dealt with at the meeting.

You may want to consider using a tape recorder to record the meeting. These can be particularly useful for longer meetings. However note that you may then need to allow time to 'relive' the meeting when it comes time to type the minutes.

Consider using a minutes recording template at the meeting to assist. A sample of such a proforma is included in this manual.

Points to note when preparing minutes after the meeting:-

- Precise wording should be used to list any decisions made - the minutes need to list the facts, not be descriptive;
- Motions and amendments should be stated clearly and must include an indication as to whether they were carried or lost;
- The names of the mover and seconder to each motion and amendment needs to be recorded;
- Numbers for and against need not be recorded unless the rules of the meeting state that certain motions need to be carried by a prescribed majority (eg three quarter majority);
- When contentious matters have been raised and discussed and it is considered that differing points of view should be 'minuted', it is essential that the recording should be strictly accurate and objective;
- For ready reference each item in the minutes should contain a separate item number.

As discussion proceeds during the meeting you should take notes or make points that will help you to prepare the minutes of the meeting as accurately as possible. You may not require your entire note taking statements, but the minutes are likely to be more accurate if you do use notes, rather than relying on your memory alone.

Type the minutes wherever possible. If you have no access to a typewriter or computer, then handwrite them, but be as neat as possible.

Store the recorded minutes in books that allow for permanent storage. Loose leaf ring binders can be used, but then the pages need to be consecutively numbered and initialed by the Chairman to protect against alteration or loss. Gluing or stapling the minutes into permanently bound books is preferable.

ACCEPTING THE MINUTES

The first item of business at the next meeting is to accept or confirm the minutes of the previous meeting. These may be read aloud or, if they have been circulated to members between meetings they may be taken as read.

Wherever possible avoid reading the minutes out at the next meeting. It can be time wasting and more often than not members tend not to listen to the minutes as they are read. Reading the minutes is a very boring start to a meeting. Ideally the minutes should be circulated to the members before the meeting, using the Club's Newsletter. This gives members the chance to review the minutes at their leisure and to ensure that all matters have been actioned as necessary.

Business arising from the previous minutes should be the next item on the agenda. You will usually report to the meeting on actions and resolutions that came from the previous meeting.



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Any amendments to the minutes should be recorded, and then the motion "That the minutes of Club meeting XXX (as amended) be accepted as a true and accurate record" should be moved. It should be moved by someone who was in attendance at that meeting, but it can be seconded by anyone.

Once the minutes have been accepted, the Chairman of the meeting at which the minutes have been accepted should sign and date the minutes to indicate their acceptance.

If any business covered in the minutes is reopened at subsequent meetings, the original minutes must not be altered. Methods of 'correcting' motions in previously accepted minutes are:-

- If an error in the minutes is discovered, then another motion can be moved to correct the relevant part of the minutes;
- If a motion proves unworkable, or a mistake has been made, then a motion of rescission should be moved to negate the previous (unworkable) motion;
- If new information has come to light, then a motion of recommittal should be moved to enable discussion of the motion once again. This enables the matter to be revisited and a vote to be taken once again on the original motion.

A sample set of minutes has been included for reference at the end of the Secretary's section. This shows one way to record the minutes, there are many ways that this can be done.

CORRESPONDENCE

CLEARING THE MAIL BOX

One of your most important duties is to clear the mailbox on a regular basis and ensure that all correspondence is read and actioned as necessary. It is highly recommended that you clear the box on a weekly basis. Letting the mail build up too long will result in a large backlog that could mean long periods sorting and categorising the correspondence for action.

You should try to make sure that the mailbox is cleared a day or two before the meeting and that you sort this correspondence out.

Avoid picking the mail up on the way to the meeting. Such correspondence does not get dealt with correctly, as you don't have time to read and consider it properly. It also means that the appropriate Director does not get time to consider it. This practice also creates a poor impression at your meeting, as you stumble to open the envelopes and take a minute to quickly scan the letters. A well organised Secretary will enable your meetings to flow smoothly and quickly.

SORTING THE MAIL AND CATEGORISING

Once you have cleared the mailbox, you must read all the letters. Record all correspondence received on your index page. Assign a file number to all correspondence. Place the correspondence into the appropriate category of your filing system (if categories are used).

The correspondence should be forwarded to the relevant directors as soon as possible so that they can action the information or requests before the meeting and come prepared to make a recommendation to the Club or Board meeting.

You should get together with the President after you have sorted all of the correspondence and advise them of any items in the correspondence that require their attention. Similarly you should give copies to other Club Directors who may have a direct interest in any letter. You should sort out with the President which items of correspondence must be discussed at the next Club meeting and those that can be held over until the next Board meeting.

REPORTING THE INCOMING CORRESPONDENCE

Avoid, wherever possible, standing up and reading out every piece of correspondence to the Club meeting. If you do read out all of the correspondence then this is a sure-fire way to make the meeting drag on and waste time. You may choose to read out only a summary of the items that you have earmarked for discussion at the meeting.



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It is suggested that you circulate a summary of the correspondence at the meeting, providing information on the basics of the letter, from who it was received and to who follow up action was assigned.

A copy of your filing index page is ideal for this purpose. In this way Members will always be kept informed. Members interested in any particular piece of correspondence can then request at a break or during the meeting, to see the particular items of interest.

OUTGOING CORRESPONDENCE

All outgoing correspondence from the Club must be written on the Club's official letterhead and not on blank paper. You should have letterheads at each meeting so they are available if other members require them.

Letterheads with the Apex Logo are available from Apex National Supply House. These may be overprinted with your Club details. This can be done easily using your word processing or desktop publishing software.

Alternatively you can download templates for letterheads from the 'Resources' section of the Apex Australia web site, at www.apex.org.au. You then enter your appropriate Club details in the fields already set up for you.

Wherever possible all communications made verbally, such as by phone, should be followed up by a written letter confirming details of the conversation. This provides written confirmation and some form of record.

Always ensure that if other members write outgoing correspondence they provide a copy of the correspondence for your files and it is advisable to have the President co-sign all correspondence. All outgoing correspondence should be recorded in a manner similar to the one used to record incoming correspondence.

Your outwards correspondence should include as a minimum:-

- Name and Address of person to whom letter is being sent
- Date of the letter
- Typed Name and position of person writing the letter
- Signed off appropriately

When writing outward correspondence it is important that copies of correspondence are forwarded to the appropriate Apex officers for their information. The appropriate officers to forward copies to are:-

To the Association	Copies to State President, District Governor and files
To the State or Officers	Copies to State Secretary, District Governor and files
To the District Clubs	Copy to the District Governor and files
To others	Copy to the files

ACCEPTANCE. OF CORRESPONDENCE

The Club or Board meeting should accept all incoming and outgoing correspondence. This may be resolution, or by a formal motion. A typical motion to move is "That the inwards correspondence be accepted and the outwards endorsed."

LETTER WRITING

Writing is one form of communication and as such the primary objective is to make your ideas so clear to the reader that they can not be mistaken. The process involved in writing official documents is exactly the same as that which you use when writing a letter to a friend - it is only the format and style that you change. Your objective - to get the message across - is always the same.

The best way of ensuring that your message is understood is to consider WHY you are writing and WHO will be reading it.



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WHY ARE YOU WRITING?

- To check or clarify
- To give information
- To ask for information
- To persuade or influence
- To initiate action
- To remind
- To placate
- To complain
- To instruct
- To explain
- To record

WHO WILL BE READING IT?

- What will be their attitude - their perceptions, assumptions, prejudices?
- What is their attitude to Apex?
- What sort of interest do they have in the topic?
- What information do they have?
- What information do they want/need?

SEVEN STEPS TO EFFECTIVE LETTER WRITING

Decide What to Say

Before you sit down to write a letter, make sure you are clear in your mind as to what you want to say to your reader. Write down the purpose of the letter in short sentences if it will help you. Remember the 5 W's. Who, What, When, Where and Why (or How). The letter needs to be clear and concise. Put yourself in the reader's position.

Put the Information in Sequence

Note down the information you want or need to provide and order it logically.

Allow a Paragraph for Each Issue

If there are a number of points that you want to make, devote a paragraph to each topic.

Immediately Identify the Subject

This will enable your reader to understand from the beginning, exactly why you are writing. This may be done with a heading at the top of the letter.

Use Simple Words and short sentences

Many people use unnecessarily complex words to try to impress the reader. If you use appropriate (yet easily understood) words there will be less risk of your message being mistaken. Short sentences will help the reader to understand your message. Keep it simple, short and to the point.

Use Punctuation to Help Understanding

Punctuation is essential to understanding ordinary speech. Similarly, it is important to use punctuation to make your written sentences readily understandable. Be careful however, of burdening your sentences with unnecessary or "incorrect" punctuation!



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End by Pointing the Way Ahead

This means telling your reader clearly what will happen next or what they are expected to do. Do not leave the reader asking what needs to be done. Have you addressed all of the five W's mentioned earlier?

APEX REPORTS

Apart from the reports required under Incorporation, there are three primary reports that your Club is required to submit to the Association, or its officers. These reports are:-

CLUB REPORT TO THE DISTRICT GOVERNOR

This Club report is submitted to the District Governor when requested by the Association Board. The District Governor summarises the information about your Club and from other Clubs in the District and prepares a report for the Association Board. This report is made available to your State President, before being sent to the Association Board. The District Governor has a deadline to meet and as such must receive your report on time.

A sample of this Club report is included in this manual for your information. Your District Governor will advise you when the reports are required, but you can expect that they will be required every three months.

The switched on Secretary should be able to get the report finished in about 5 minutes. It is suggested that you make several copies of the blank report and keep them in your workbook. As the Club completes an activity listed in the report, fill in the details. Then, when the report is required, fill in the current membership, account balances and make a copy. Send the original off to the District Governor.

ANNUAL MEMBERSHIP CENSUS

The annual membership census is sent to each Club in or around April of each year. This census contains information important to the Association. Included in the census are the member's names and addresses, phone and fax contact numbers, email addresses and occupations. It also includes dates of birth, date joined Apex and their expected retirement year.

This census needs to be updated accurately as the Association uses this information for many different purposes. Instructions on how to make alterations will come with the census forms and where to send the report after it is completed. Retain a copy for yourself and forward the others to the address indicated.

The information in the census is used for:-

- Mailing of the Apexian Magazine to every member, each quarter;
- Confirmation of membership for personal accident insurance purposes;
- Calculation of the National and State Fees, which depends partly on the number of members;
- Various other times that the Association needs to know who our members are.

BALLOT PAPERS FOR APEX AUSTRALIA SCHEMES & PROJECTS

If the Association has received a proposal for an Apex Australia Scheme or Project, you will receive a ballot paper from the Association indicating all of the proposed schemes or projects for the coming year. The Club is required to vote on the scheme or project of its choice and return the ballot paper to the District Governor.

The ballot must be preferential in order for the vote to be legitimate. The ballot paper will also include an option for no scheme or project. It is important that all members of the Club be given the opportunity to vote how they feel regarding this ballot. You should discuss the proposal at a club meeting. It is suggested that several members of the Club are each allocated one of the proposed schemes, including the no scheme vote and they present the argument for the scheme to the Club.



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The ballot papers must be returned to the District Governor by the date indicated. These ballots need to be taken to the National Convention, where the ballot is decided. Insufficient votes returned may invalidate the result and waste a lot of people's time and effort in preparation, so DO ensure you return the ballot form promptly.

The ballot is your chance to decide what National focus your Club wants to participate in for the following year.

APEX NATIONAL SUPPLY HOUSE

There are a number of items that you will need to successfully undertake your job of Secretary. Many of these items should already be on hand and will travel to the Club each meeting with the Secretary. If the Club does not already have one, then you should seriously consider purchasing a briefcase (a cheap one is all that is needed) to carry your requisites in.

Apex National Supply House has an extensive range of items available. If they don't have an item in their catalogue, then they can easily get a quote for you. For full details of items available see their web site at www.apexsupplies.com.au.

MEMBER'S BADGES

You will be required to order the badges for your Club members. This includes badges for new members and badges for the incoming and outgoing Presidents. Badges are to be ordered from Apex National Supply House using the official order form (or direct from the Web site at www.apexsupplies.com.au). Ensure that you write legibly and that you have spelt the names and other details correctly.

As soon as membership has been approved, you should place your order with Apex National Supply House for a badge and a new member's kit. You need to allow approximately two weeks for badges to arrive.

You should also notify the National Office of the new member (inductees and transfers), to ensure that they are included on the membership database and so they start receiving "The Apexian" magazine straight away.

Do you have these items?

- A copy of the current Apex National Supply House catalogue, order form and Badge order form;
- Guest Badges or stickers;
- Club Stationery such as letterheads and envelopes. Envelopes with Apex logos are not always necessary to use, but make a good impression. These can be obtained from Apex National Supply House or letterheads are available from the Apex website (www.apex.org.au)
- New Members Kits. You should always have at least one New Members Kit in stock and replace it whenever you induct a new member;
- Club Bannerettes and Club mementos that could be given to Guest Speakers so they remember their evening at the Club;
- Certificates of Appreciation, Debating and Public Speaking score sheets and other items that are useful at Club Meetings;
- Club Rules and Standing Orders;
- Association Constitution, By-Laws and Best Practices.

All requisites that contain Apex logos need to be ordered through our official supplier - Apex National Supply House, which is located in Queensland. They can be contacted by :-

Phone: 07 4128 7368

Fax: 07 4128 6328

E-mail: chris@apexsupplies.com.au

Apex National Supply House address is :- PO Box 5104, TORQUAY HERVEY BAY QLD 4655



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They also have a web site, including an on-line catalogue, which can be accessed from the Apex Australia site at <http://www.apex.org.au/> or direct at <http://apex.ozsupplyhouse.com.au> Remember that Apex National Supply House will require payment with the order, either by cheque, credit card or direct deposit to their bank account.

CONTACT NUMBERS

The National Directory provides a complete listing of International, National, State, District and Club contact points. The National Directory will be available in (approximately) September each year. Your Club will receive one copy. Additional copies may be ordered from Apex National Supply House.

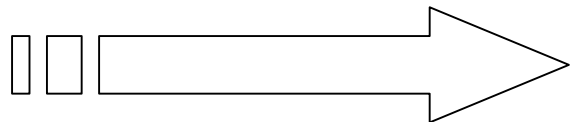
The Apex web site also lists the contact details for the Association and State officers. It also enables you to send email messages to any officials and Clubs who have email addresses (or if they do not, the message will be forwarded by other means by the National Office).

You may be advised by mail if any of these contact points change during the year. Make notes of these changes as they arrive and make certain you advise officers in your Club that require these names and addresses.

EXAMPLE CORRESPONDENCE AND MINUTES

The following few pages show examples of various types of correspondence that may help you get started. For further help you can also refer to correspondence from previous years held in your Club's records.

These sample letters have been written to assist you in replying to letters that your Club may receive. Samples of letters have been included for both negative and positive replies. These are by no means the only responses that can be used. They are guides only.





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SAMPLE LETTER 1

6th April 2002

**Mr F Smith
Secretary
Birdsville Boy Scouts
PO Box 234
Birdsville QLD 4482**

Dear Fred,

Re: Request for funds - Painting of Scout Hall

Your recent letter requesting a donation to assist with the painting of the Scout Hall was considered at our Club Meeting last Monday. The Club is impressed by the good work you and your committee are doing for the kids in our town.

However, all our funds are fully committed to other projects and the Club is unable to assist at this time.

The Club will be reviewing its budget for next year in August. Your request will be considered at that time and if funds are available we will be in touch.

Yours faithfully,

**Jim Brown
Club Secretary**



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SAMPLE LETTER 2

6th April 2002

Mr F Smith
Secretary
Birdsville Boy Scouts
PO Box 234
Birdsville QLD 4482

Dear Fred,

Re: Request for funds - Painting of Scout Hall

Your recent letter requesting a donation to assist with the painting of the Scout Hall was considered at our Club Meeting last Monday. The Club is impressed by the good work you and your committee are doing for the kids in our town.

However, all our funds are fully committed to other projects and the Club is unable to assist at this time. Instead, we would be able to assist with manpower to do all the painting provided that you are able to supply the paint that is required.

If this is of help to you, please telephone me on 7892 1234 any night this week to arrange further details.

Yours faithfully,

Jane Brown
Secretary



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SAMPLE LETTER 3

6th April 1999

**Mrs S Smith
Secretary
Birdsville Boy Scouts
PO Box 234
Birdsville QLD 4482**

Dear Shirley,

Re: Request for funds - Painting of Scout Hall

Your recent letter requesting a donation to assist with the painting of the Scout Hall was considered at our Club Meeting last Monday. The Club is impressed by the good work you and your committee are doing for the kids in our town.

We are therefore very happy to donate all the paint you need for the job. (Your letter states this will cost no more than \$1000). We are also able to supply some manpower to work with your committee to do the painting if this is required.

If this is of help to you, please telephone me on 7982 1234 any night this week to arrange further details.

Yours faithfully,

**Jim Brown
Club Secretary**



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SAMPLE LETTER 4 - MEMBER'S NON-ATTENDANCE

23rd April, 2002

Mr(s) Important Member
35 Absent Avenue
NURIOOTPA SA 5355

Good morning Joe/Jane,

Some time has passed since we had the pleasure of your company at one of our Club meetings. Having been a member of our club for years we're sure you are aware of the benefit of attending not only club meetings but our many other club social and service activities. Our aim has always been to have fun while helping others - and still is!

Joe/Jane, we are a little concerned that you have not been able to attend club functions for some time, so wish to enquire if there is anything we can do which may help to make it possible for you to again actively participate in our club.

We look forward to your comments - please feel free to either write to us or if you prefer please ring eitherClub President on or Club Secretary on

Sincerely,

Apex Club of
President.



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APEX CLUB OF _____ INC

MINUTES OF MEETING No _____

Chairman: Date:

Venue: Time Started:

Attendance:
.....
.....

Apologies:

Guests:

Secretary's Report

Minutes of Previous Meeting:

MOTION:

"That the minutes of club meeting number _____ be accepted as a true and accurate record."

Moved: Seconded: Carried/Lost

Business arising from the Minutes:

Inwards Correspondence:

Outwards Correspondence:

MOTION:

"That the inwards correspondence be accepted and the outwards endorsed."

Moved: Seconded: Carried/Lost

Business arising from the Correspondence:

Guest Speaker:

Name: Topic:

Introduced By: Vote of Thanks:



Club Secretary's Training Manual

Treasurers Report:

General Account Balance: \$

Service Account Balance: \$

Other Account Balances: \$

Accounts for Payment:

MOTION:

"That the account balances be accepted and the accounts passed for payment."

Moved:

Seconded:

Carried/Lost

Service:

Social:

Newsletter Editor:

Youth:

Apex Action:

International Relations:

Public relations and Publicity:

President:

Sergeant At Arms:

Raffle Winner:

Critic:

Meeting Closed:



Club Secretary's Training Manual

4. Social Report (T Bell)

Next Social - 21st April - Luna Park visit - list being circulated looking for starters to allow for catering.

Social after this would be 15th May - after service work - BBQ.

5. International Relations (C Hook)

Report received from Bursary Child - to be included in next Club Newsletter.

6. Public Relations (M Mouse)

Article on Club's efforts with beach house was published in local paper last week - follow up article to appear after next service work - interest had been expressed by local residents, looking to help with project.

7. District Governor- B Lancaster

National Convention 23rd & 24th June - Neverland

District Board Meeting - 17th June - National Convention Motions to be discussed

8. Newsletter Editor (L Grant)

Next Deadline for reports is 9th April - thank you to M Mouse for filling in whilst on holidays

9. President (H Bear)

Reminder about next Board Meeting - 5th April D Duck residence - 7.30 PM.

Reminder about next service work and forthcoming socials.

Welcomed R Rabbit to meeting for third time.

Induction President Bear called on District Governor Lancaster to induct R Rabbit into the Club.

Sgt. at Arms (T Bell)

10. General Business

Motion 4: "That the Apex Club of Nowhere advise other Clubs in the District of the proposed service work to be held on the 15th May and invite them to attend this work".

Moved: T Bell Seconded: M Friday CARRIED

11. Critique (C Hook)

Well run meeting - suggested that directors should all be including reports in the club Newsletter.

Chairman closed meeting at 9.30 PM.



Club Secretary's Training Manual

Club Report to District Governor

Club: District Governor:
 Date: Period of Report: From / / to / /

A. Club Statistics

Membership this period:

	18-35	35-40	40-45	TOTAL
Male				
Female				
Associates				
			Total	

Members lost this period:

	Resigned	Terminated	Transferred	Total

Club Meeting Attendance:

	This Period	For Year
No. of Meetings		
% Ave Meeting Attend		
% Ave Apologies		
No. of Guest Speakers		
No. of Guests		

Service Hours:

	This Period	For Year
Local		
District		
State		
Association		
TOTAL		

B. Club Finances

Please indicate the Club's bank balances:

General A/C: Service A/C:
 Other A/C:

Is the Club up to date with it's National / State per capitas?Any difficulty meeting remaining National / State per capitas?

C. Club Evaluation

Comment on what Club has achieved in each area and what problems, if any exist. Be honest.

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MAJOR PROJECTS