

GOOD SAMS OF FLORIDA SECRETARY'S DUTIES

1. Chapter President prepares a written agenda: Secretary has a copy of agenda to work from.
2. Call the roll of membership, list visitors/guests also. Record data.
3. Secretary reads minutes of previous meeting, be it regular or special.
 - A. Re: Minutes read - if a correction is suggested and approved, said correction should be made at that time.
 - B. President or Presiding Officer calls for vote on acceptance of minutes. A member makes a motion to be seconded by another member. Record full name of maker of motion and full name of second. (This is important legislation pertaining to wishes of the Chapter and should be conducted in proper manner; therefore, these people should stand and state their full name for your records.) Discussion on the motion follows. Any pertinent facts relative to same must be duly recorded. After discussion is completed, presiding officer calls for vote. Results of the vote (Yes or No) on the issue before the membership is then recorded. Whether vote is unanimous or split, be sure to record exact result.
 - C. Re: Motions - After a firm motion and second has been made on any matter, and it has been fully discussed and is ready to be voted upon, then the Secretary reads to the members the motion on the floor in its entirety so as to clarify its text and intent. Voting process follows to its conclusion and is duly recorded.
4. Take minutes at chapter meetings and transcribe them as quickly as possible. Correct date, time of day, and location of events are a must. Always have a yearly calendar with you to be absolutely sure of a date to come and/or a date that was or is important regarding your Chapter or other function.
5. Try to make it a rule for yourself to transcribe your meeting notes to a permanent form as soon after a meeting as possible, thereby assuring yourself more accuracy, while all is still fresh in your mind. Some secretaries e-mail them to all members possible to save on postage; but no matter what method you use, each member rig should receive a copy of the minutes.
6. Send a copy of the minutes to the State Director and your Chapter ASD. You might prefer to mail copies to the State Director, but you can e-mail minutes to the ASD if they have a computer.

7. Send a brief writeup of chapter campouts/events to State Webmaster to include in the website. This can be by e-mail or postal service.
8. Maintain the chapter membership list. Your chapter president will receive a letter from the State Director concerning your membership list. You are to make the necessary corrections and add any new members to your list. Your chapter treasurer will write a check for \$2.00 per member rig to Good Sams of Florida, Inc. You will send the corrected list along with the check to the State Director in time to reach him by December 1st.

Use a blank membership list form to submit the names and all pertinent information when your chapter accepts new members during the year. Complete the data and send them to the State Director along with a check for \$2.00 per new member rig as soon as possible. You can find a blank form at the following link:

[Blank Membership List Form](#)

9. The State Director and your Chapter ASD are to have a copy of your by-laws and standing rules. If you make any changes, you will need to send them a copy. All changes need to be approved by the State Director and he will submit the changes to The Good Sam Club International.

If you have any questions, please feel free to call your Chapter ASD or e-mail them at any time. They will get back to you as soon as possible.