

# A Guide for the Secretary Of United Methodist Men

The Secretary of a United Methodist Men's Unit shall be a person of humility, honesty, and growing in his relationship with God through regular prayer, bible study and worship. He should have knowledge of United Methodist Men, The United Methodist Church, and parliamentary procedure. He should be able to record the proceedings and deliberations in a precise, coherent and comprehensive manner.

The organization (UMM) shall provide the Secretary with appropriate forms/books of a permanent nature on which the minutes are to be kept. When possible, minutes should be typed.

The Secretary shall record all motions made and seconded, how those motions were decided; and all important discussion points (not verbatim). He shall make available to the organization the minutes of regular and/or special meetings.

The Secretary should be a member of the Executive Committee and serves as its Secretary. The minutes of the Executive Committee should be available to the next regular meeting of the organization as well as to the next meeting of the Executive Committee.

It shall be the responsibility of the Secretary to send notices to all members of the organization concerning regular and special meetings when directed to do so by the Constitution and By-laws, the President, the Executive Committee and/or the organization.

The Secretary shall be prepared at all times to turn over the records of the organization when requested to do so. The records kept by the Secretary are the property of the organization and are held in trust.

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