# **Secretary Mini-Session**

Knock it out of the ballpark!!

Presented by Stormie Roberson



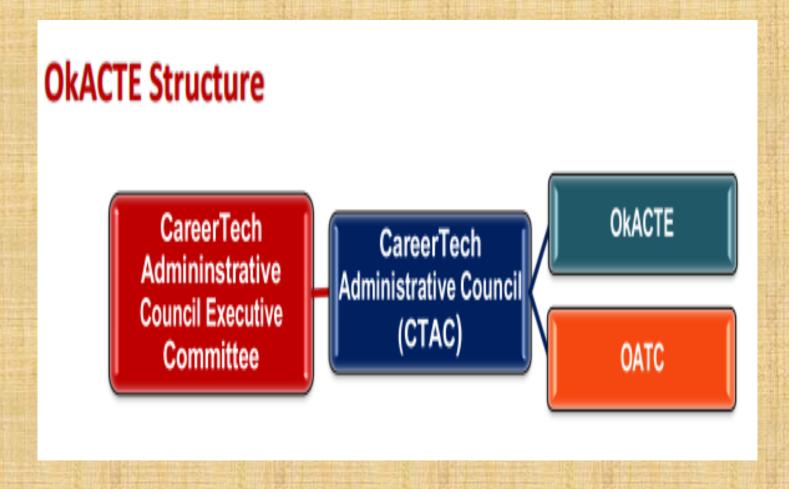


#### Little About Me...

- Career Tech 20 years
- RN (BSN and MS from OU)
- Nursing Instructor/Director
- Health Program Developer
- Active Divisions HCE and PACE
- Division President
- Division Vice-President
- Awards Committee/Health
- CTAC Rep 2 terms
- CTAC Secretary
- My inspiration Rylan

### Oklahoma Career and Technology Education We have BUILT something GREAT!

- OkACTE Vison Committed to making a positive and significant impact on the professional success of the members and stakeholders through quality opportunities
- OkACTE support helps each and everyone of you so you in turn better serve your students, customers, companies, etc..



## DON'T DROP THE BALL - KNOW YOUR DUTIES (Secretary)

- Complete job duties as outlined in the Operating Polices and Procedures – Oklahoma Association of Career and Technology Education
  - Custodian of Division records
  - Assist President in developing Division meeting agendas
  - Accurately record all actions and decision in meetings
  - Provide meeting minutes
  - Maintain an accurate division membership list
  - Maintain all historical documentation of division
  - Fulfill duties as assigned by Division President
  - Attend OkACTE Leadership Seminar
  - Attend OkACTE Legislative and Appropriations Planning Forum
  - If possible, attend OkACTE Legislative Seminar
- Complete job duties as outlined in Division bylaws and or Policies and Guidelines (May vary between each division)





## Tips to Avoid the Chaos!

- Pre-planning
  - Meeting format
  - Agenda
  - Robert's Rules of Order
- Minutes/record taking
  - Method
  - Templates
  - Motions/actions
  - Decisions made (motions made, votes, etc.)
  - Voting assist
- Distribution
  - Timely
  - Pdf best
  - Files/storage
  - Approval/corrections

#### HOME RUN MINUTES

- Take roll/ensure quorum
- Include logistical details
- Be concise/factual/objective
- Summarize
- Verb tense
- Collect handouts/presentation slides
- Clarify if needed
- Proofread
  - Colleague
  - Grammarly

#### Minutes - Don't STRIKE OUT!

- Avoid
  - Too much detail
  - Opinions/judgements
  - · Criticism/accolades
  - Personal observations





### Remember this....

- Have FUN!
- Always focus on growing and improving!
- Enjoy the journey of life!
- Recognize your impact as you take on your leadership role

"Life is not a spectator sport. If you're going to spend your whole life in the grandstand just watching what goes on, in my opinion you're wasting your life"

**Jackie Robinson** 

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