

**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 Vision – 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..

OkACTE Structure



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**



Technology can SAVE you!

- **Meeting recordings**
- **Note taking apps/applications**
- **AI Technology**



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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Thank you!!

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