

# A SCORE CARD *for* ORGANIZATION SECRETARIES

by  
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*"O wad some Powr the giftie gie us  
To see oursels as others see us!"*

— Robert Burns



**MICHIGAN STATE COLLEGE**

**Extension Service: Adult Education Program  
EAST LANSING**

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## PURPOSE

This score card has been provided to help secretaries understand their responsibilities and evaluate their efficiency.

Chairman of organizations may encourage the use of this device, modified as they wish, to help define the duties of the secretary. Those responsible for officer training programs may find the score card helpful.

Groups in the community who are sponsoring leadership training programs may wish to invite secretaries of various organizations to meet with them. The cards might be scored, collected unsigned, shuffled, redistributed, and the answers for each question compiled. A discussion period of the tabulated results for each question should prove interesting and beneficial.



### I. ON TAKING OFFICE, DID I

- |  | Check<br>Yes or No       |                          |
|--|--------------------------|--------------------------|
|  | Yes                      | No                       |
| 1. Discuss my responsibilities with the chairman?.....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Bring to the attention of the chairman or group any unclear or incomplete statements in the by-laws concerning the duties of the secretary? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Check the by-laws of the organization to determine my specific duties?.....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Request the chairman to announce these responsibilities to the group? (Purpose: To acquaint members, especially with responsibilities outlined in statements 6, 7, 21, 22, 24, appearing elsewhere in this bulletin.) ..... | <input type="checkbox"/> | <input type="checkbox"/> |



## II. IN PREPARING FOR THE MEETINGS, DO I

### A — Execute the following responsibilities:

- |   | Check<br>Yes or No       |                          |
|---|--------------------------|--------------------------|
| 5. Send out meeting notices in sufficient time to allow members to plan attendance? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Use the telephone as a follow-up of the notices so that I am prepared to report the anticipated attendance? .....                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Become sufficiently acquainted with program plans so that I can intelligently encourage meeting attendance? .....                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Have all correspondence arranged in a convenient and logical order?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Keep my books up-to-date? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Train and keep someone informed to act efficiently in my absence? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Have some records available to visitors (speakers, especially) to inform them of the purpose, activities, and progress of our organization? ..... | <input type="checkbox"/> | <input type="checkbox"/> |

### B — Have the following materials and information ready for immediate reference:



- |  | Check<br>Yes or No       |                          |
|--|--------------------------|--------------------------|
| 12. An up-to-date membership roll prepared for convenient roll call marking? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. A list of all "standing" and "special" committees, with duties of each? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. A record of the progress of each committee? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. A copy of the constitution and by-laws? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. A reference for settling questions on Parliamentary Procedure? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. The record of previous minutes? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Correspondence received since the last regular meeting? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. An "order of business" to be used by the chairman which includes all "unfinished" business, noting especially the committees: (1) which are scheduled to report, (2) from which no report has recently been heard? ..... | <input type="checkbox"/> | <input type="checkbox"/> |



### III. DURING THE MEETING, DO I

Check  
Yes or No

20. Take a seat convenient to the chairman?
21. Discuss the "order of business" with the chairman before the "call to order"
22. Stand ready, in the absence of the chairman and vice-chairman, to call the meeting to order, and preside during the election of a temporary chairman?
23. Carefully record:
- a. Whether this is a "regular" or "special" meeting?
- b. The name of the organization?
- c. The date and place of the meeting?
- d. The number in attendance? (youth and adults, members and non-members)
- e. The names of guests, or visitors, and the organizations which they represent?
- f. The name of the chairman and secretary — or substitutes?
- g. The disposition of the minutes of the previous meeting?
- h. The important facts about announcements made?
- i. All motions, the names of persons making them and seconding them, the disposition of the motions, including the number of votes for and against each question?
- j. The minority attitudes and opinions as well as those of the majority?
- k. Kind of recreation program presented?
- l. Persons appointed to new committees, and their assignments?
- m. The time of starting and adjourning the meeting?

24. *Actively assist the chairman during the meeting by:*

- |  | Check<br>Yes or No       |                          |
|--|--------------------------|--------------------------|
| a. Encouraging — for the record — the reaching of conclusions on the subject under discussion?.....                | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Requesting a restatement of motions, amendments, and conclusions when they are not clear and concise?.....      | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Helping to keep discussion on the subject — for the sake of the record? .....                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Helping to maintain parliamentary procedures so that the intent of those present can be properly recorded?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. Periodically request the organization to criticise the manner in which I carry out my responsibilities?.....   | <input type="checkbox"/> | <input type="checkbox"/> |

**IV. AFTER THE MEETING, DO I**



- |   | Check<br>Yes or No       |                          |
|---|--------------------------|--------------------------|
| 26. <i>Promptly</i> forward copies of the record of all business, motions approved, discussion, conclusions, etc., to the area, state or national office? ..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. Send the local editor a report of the meeting and an announcement of the next one?.....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. Have the president or chairman add his name to my own as co-signer when minutes are to be published?.....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. Notify — in writing — all officers, committeemen, and delegates of their appointment, and file copies of such notifications?.....                           | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. Prepare for my unexpected absence by keeping all records in a place known by, and convenient to, other officers?.....                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. Encourage inspection of records by members and committeemen?.....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 32. Compare my records with those of other secretaries in order to benefit from their methods, etc.?.....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 33. Keep a "clipping" file of our organization's activities?.....   | <input type="checkbox"/> | <input type="checkbox"/> |



## V. FOR MY SUCCESSOR, WILL I

Check  
Yes or No

34. Deliver all of the organization's supplies?
35. Deliver all records, complete, and in good order?
36. Discuss my responsibilities, as well as my methods of keeping records?

TOTAL SCORE, Yes  No

### NOTE TO SECRETARIES RESPONSIBLE FOR PUBLICITY

In the final analysis, the purpose of publicity is to make the presence of the organization felt and accepted by the community. Thus, progress, achievements, and contributions to community betterment will always make good news items. Of course, announcements are always justified. However, editors are busy, space is limited, and rewrite time is precious.

Any announcement should tell, briefly and concisely: *Who* is involved? *When?* *Where?* *Purpose?* and *Program?* Any story should add: "With *what* results? and *how* results were achieved?"

One editor told his reporters to prepare their stories as though they were telegrams, costing ten dollars for every word over fifty. Write your news story with this in mind. Then take it to the editor, ask him for criticism so that your next story will be prepared as he would like it.

When you indicate to the editor that you desire to serve him, as well as your organization, you will get cooperation.

**NOTES**

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