



State Secretary in a Nutshell

Kelly Brown

Responsibilities

General

- ❑ Take minutes at all meetings and events
- ❑ Insure all officers are updated
- ❑ Perform all duties assigned by the President

National Convention

- ❑ Attend awards ceremony, take notes, collect ribbons, and distribute awards

State Convention

- ❑ Assist in planning and supervising Olympika and Ludi
- ❑ Write the Olympika oath
- ❑ Map marathon route
- ❑ Supply plastic bags for packets
- ❑ Maintain lost and found
- ❑ Write thank you notes to all assistants

Taking Minutes

*Every secretary takes minutes differently

Organization By Time

- ❑ Bases all notes on increments of time
- ❑ Record notes every few minutes with a short description of the topic of discussion at that time

Organization By Activity

- ❑ Record the time at the start of a topic and record all notes for that topic without updating the time at regular intervals

Bullet Points vs Sentences

- ❑ Some secretaries break notes into a bulleted format to save time
- ❑ Others write notes in full sentences

Abbreviations and Shorthand

- ❑ Some secretaries use shorthand for names, events, dates, or actions
- ❑ Others write notes in full sentences

Organization Name

Meeting Minutes

Date

Opening:

When the meeting was called to order, where it was being held, and who called it to order.

Present:

All present members.

Absent:

Any members who were not present.

Approval of Agenda

Approval of Minutes

Business From the Previous Meeting

Any motions or topics that were previously raised, a brief description of what took place, and whether they were approved or rejected.

New Business

Any motions or topics that were raised for the first time at this meeting, a brief description of what took place, and whether they were approved or rejected.

Additions to the Agenda

Any additional items that were raised by committee members. ›

Adjournment:

What time the meeting was adjourned and by whom, as well as where the next meeting will be held and when.

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Meeting Agenda

Meeting Date: Mon July 5, 2010

Duration/Time: 3:00 pm – 4:00 pm

Location:

Attendees:

Absent:

Topic: Project Name– Weekly Project Status Meeting

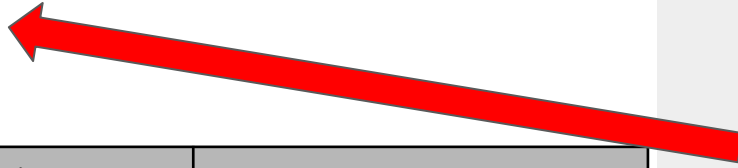
Agenda

Item #	Description	Duration	Who
1.	Review the minutes from June 24 meeting	5 mins	All
2.	Review tasks from June 24 meeting	5 mins	All
3.	Review the Status Report	10 mins	All
4.	Other <ul style="list-style-type: none">▪ Sign-offs▪ Move to production	5 mins	All
5.	'Off agenda' items	5 mins	All

Minutes from June 24th Meeting

1. Review the minutes from June 17 meeting
 - Meeting minutes accepted
2. Review the tasks from June 17 meeting
 - All tasks completed
3. Review the Status Report
 - Project is 15 days behind schedule
 - Project is on budget
4. Other
 - Sign-Off:
 - Reviewed and progressing well.
 - Simon to get sign-off from Oksana for CR 6 (joins)
 - Simon to resend his feedback to Ray for:
 - C.5 Document Data Transformations/ETL Processes from AS400 to C8
 - C.6.4 Analyze and Prepare Inventory of Data Elements in AS400 Missing from C8
 - Move to Prod
 - Scheduled for next Mon afternoon, and CAS will test Tuesday
5. 'Off agenda' items
 - None

Event:
Location:
Date:
Scheduled Time:



Filled out at the beginning of every meeting

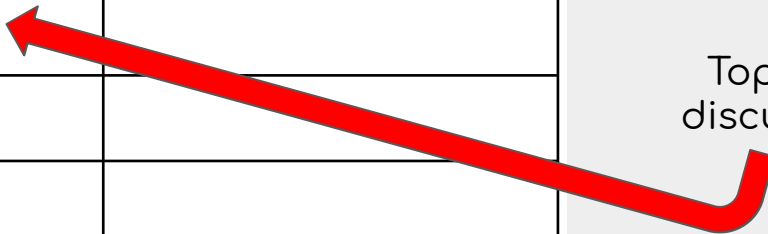
Time	Action	Notes



Specifics of Discussion



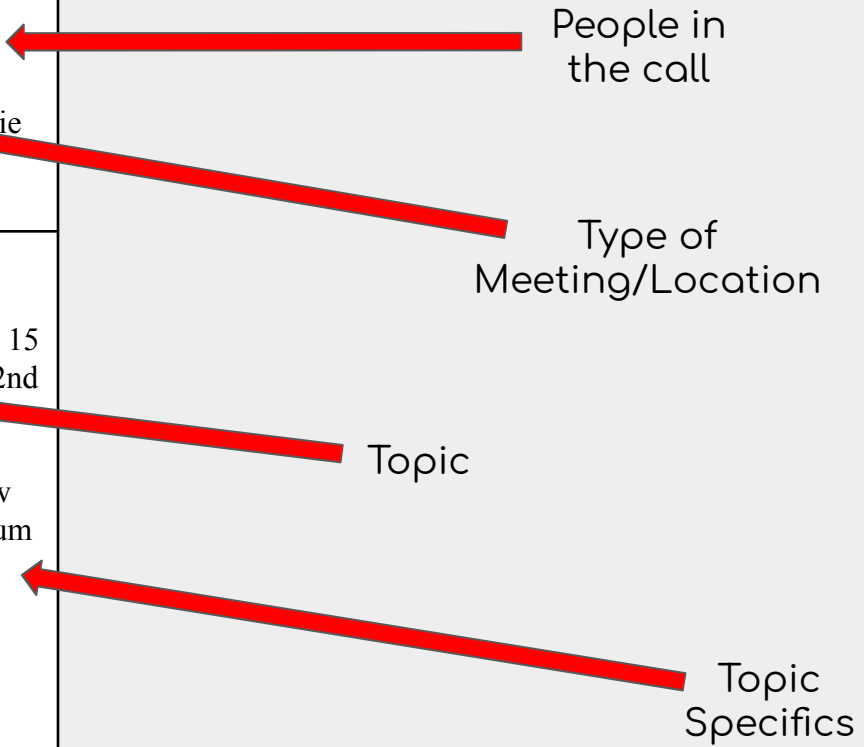
Time an activity or discussion begins



Topic of discussion

Event: Fall Forum Planning Meeting
 Location: Google Hangouts Call
 Date: August 18, 2019
 Scheduled Time: 4:00 - 4:31

Time	Action	Notes
4:00	Google Hangouts Call	Kelly Brown, Anna Davis, Stephen Beck, Faith Woods, Annalise Hopwood, Marwan Mikdadi, Kaelyn Smith, Maddie Benton, Sydney Milligan, Katherine Norton
4:01	Fall Forum (Officer Agendas)	Date: September 28, 2019 Time: 1-4pm Officer Report Due September 15 - President (Anna) and 2nd VP (Annalise): service project specifics - 2nd VP (Annalise): new icebreaker for Fall Forum - Editor (Maddie) and Secretary (Kelly): certamen questions - Parliamentarian (Marwan): Candidates Corner



Running For Office

General Rules

- ❑ Must be enrolled in Latin, Greek, or classical course for the duration of the term or have completed all Latin or Greek their school offers
- ❑ Must be an LJCL Member in good standing
- ❑ Must complete all papers of candidacy
- ❑ Must be approved to run by your sponsor

Before Convention

- ❑ Write your candidates speech (include your qualifications for the office, plans for the coming year, devotion to LJCL, etc.)
- ❑ Recruit a friend to introduce you (can't be on state board or another candidate)
- ❑ Create campaign materials (can't exceed \$40)
- ❑ Don't forget blue painter's tape!

During Convention

- ❑ Introductory speeches can be no longer than a minute
- ❑ Candidates' speeches can be no longer than 2 minutes
- ❑ Campaign! Don't be afraid to meet new people, but be courteous to other candidates
- ❑ Have Fun

