

HINTS TO SECRETARIES ON COMMITTEE WORK.

One of the duties of a W.I. Secretary is to take Minutes of Committee meetings.

1. Minutes of Committees should contain the date and place of Meeting, the names of Members present and exact particulars of every decision reached, whether by general agreement or by vote. The wording of resolutions or amendments which are moved should be given, with names of movers and seconders. Any specially important points made in discussion may be noted, and if a Committee Member asks to have her opinion recorded in the Minutes, this should be done. Minutes should be as brief as possible, provided that they are clear. They should be arranged in paragraphs under Subject Headings. Minutes are strictly confidential and must not be discussed with anyone outside the Committee.
 2. At each Meeting, before any other business is discussed, the Minutes of the previous Meeting should be read, corrected (if necessary), formally approved by Members present and signed by the Chairman. Minutes, when signed, cannot be altered.
 3. A Secretary can help herself greatly in taking Minutes by seeing that the Agenda is drawn up with convenient subject-headings, and she will save herself endless trouble by accustoming herself from the first to taking short, clear notes at the Meeting arranged, under the same headings.
 4. In addition to writing up the Minutes the Secretary should also write a short report of any important decisions which have been made by the Committee, and this report should be presented to the next Monthly Meeting.
 5. Every Secretary should be careful to bring with her to Committee Meetings all the papers which she is likely to need and to have these at hand, arranged in order, so as to avoid waste of time. *Letters from the National and County Federations* and all other letters of any importance must be brought before the Committee for consideration.
 6. The Secretary should also remember that she is responsible for making businesslike arrangements for every Meeting of the Committee and that if there is a hitch it reflects upon her discredibly. Where the regular date of a Committee meeting is altered, the Secretary should notify the Committee members in good time. In any difficulty the Secretary should consult with the President and Treasurer of the Institute, and the President should always have discussed with the Secretary the Agenda of any Committee Meeting at which she is taking the Chair.
 7. In writing to invite speakers or to make enquiries from experts on any subject, it is courteous to enclose a stamped envelope or post card for reply. This is a great boon to busy people.
 8. Every Secretary should possess the NATIONAL FEDERATION HANDBOOK, price 6d. (7d. post free) which contains fuller information about the duties of a Secretary, the conduct of Meetings, arrangements for elections, etc., and is obtainable from the National Federation Offices (26, Eccleston Street, S.W.1).
- N.B.—A Book for the Records of Monthly Meetings, price 1/3, and an Alphabetical Index Book, price 1/3 (postage extra on both), are obtainable from the National Federation, 26, Eccleston Street, S.W.1. One copy of the Index may be used for indexing the Minutes of Committee Meetings, and another copy can be obtained for use as an alphabetical list of members' names.