



Student Organization Secretaries

Resources

- [Constitution information and sample](#)
- [Waiver of liability form for events and activities](#)
- [Sample meeting minutes](#)
- [Take the Lead](#)
- [Emerging Leaders](#)
- [Dragon tidbits:](#)
- [Student Leader of the Month nomination form](#)
- [Student Organization Advisor of the Month nomination form](#)
- [Student Organization of the Month nomination form](#)
- [Student Organization Advisory Committee \(SOAC\)](#)
- [Student Activity Budget Committee \(SABC\)](#)
- [MSUM Committees](#)
- [Annual Student Organization Registration](#)
- [Annual Student Organization Assembly](#)

Responsibilities

- Record [meeting minutes](#) and distribute draft copies at the following meeting for approval of members.
- Document events of the student organization.
- Maintain the student organization constitution.
- Keep current membership records and contact information for each individual up to date.
- Review the previous year's correspondence and notes.
 - Use the format previously used for letters or create a template letter.
 - Learn to create and save a logo for future use if one is not already established.
- Correspond with outside parties.
 - Assist the vice president in contacting speakers for events and meetings as well as following up with a thank you letter (not email) within one week of an event.
- Maintain separate files for incoming and outgoing correspondence, meeting minutes, and event documentation for the current and past year.
 - This includes correspondence from the Office of Student Activities (OSA).
 - Ensure that these files get passed on with the succeeding secretary of the student organization.
- Assist the vice president in creating any publicity fliers or banners. [The Activities Resource Center](#) (ARC) is available for student use.
- If applicable, ensure that all participants in the student organization event sign a [waiver of liability form](#).
- Order supplies as needed.
- Keep the website current if your student organization has a website but does not have a webmaster officer position.
- If the student organization has a historian officer position relay any relevant information and files to them for record keeping

Suggestions

- Use the agenda as an outline for taking minutes.
- Attend the [Annual Student Organization Assembly](#) in the fall.
- Back up files and store a spare set with the student organization advisor for safe keeping.
- Proofread your work – *it is the image that outsiders and new members will see and reflects directly on your organization.*
- Be familiar with [parliamentary procedure](#).
- Attend [Take the Lead](#) sessions.
- Attend [Leading the Way](#) sessions.
- Attend the [Annual Student Organization Assembly](#) in the fall.
- Nominate for [Student Organization Advisor](#), [Student Leader](#), and [Student Organization of the Month](#) through the OSA.
- Join a committee.
 - [Student Organization Advisory Committee \(SOAC\)](#)
 - [Student Activity Budget Committee \(SABC\)](#)
 - [Other MSUM committees](#)