

CHAPTER SECRETARY

CSI GREAT LAKES REGION

LEGACY TRAINING

Best Practices And How To Be An Effective Chapter Secretary

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LEARNING OBJECTIVES

- **Introduction**
- **Responsibilities**
- **Calendar**
- **Board Meetings**
- **Documentation**
- **Resources**

INTRODUCTION

Congratulations!

So you've accepted the position of **Chapter Secretary** for your CSI chapter!

Each year, over 130 of you take office and “carry the torch” as Secretary for CSI Chapters across the country.

Serving as a **Chapter Secretary** is a great honor, and an opportunity to not only have an impact on CSI but enhance your own leadership skills.

This guide will provide you with the tools you need to succeed in this important job.



RESPONSIBILITIES

General Duties of the Chapter Secretary

- See that notices are sent in advance of all meetings of the board and of the chapter and keep accurate minutes thereof;
- Maintain a file of all chapter correspondence;
- Keep a roster of members and committees;
- Co-sign all agreements and formal instruments, except those pertaining to the office of the Treasurer;
- Submit a report of office at the annual meetings of the chapter and region;
- Perform other duties as assigned by the board;
- Shall serve for a term of two years (FY = July 1st-June 30th) per chapter bylaws



RESPONSIBILITIES

Keeper of Chapter Records

Best Practices:

- **GO ELECTRONIC!**
- Maintain files on your computer or the cloud
- Backup regularly to a portable hard drive or flash drive
- Pass on past and current records to successor
- Scan and file loose documents
- Files:
 - Meeting Minutes
 - Committee Reports
 - Treasurer Reports
 - Newsletters and Communications
 - Membership Rosters



RESPONSIBILITIES

Related Duties of the Chapter Secretary

The Secretary shall work closely with:

- **Chapter President**
 - Preparing for board meetings
- **Chapter Treasurer**
 - Recording financial reports
- **Awards Committee**
 - Maintaining chapter records
- **Communications/Publications Committee**
 - Publishing meeting minutes
- **Membership Committee**
 - Membership records



CALENDAR

First Quarter

July - Starting Up

- Chapter board meeting
- On-board new chapter leadership
- Institute Outstanding Chapter Commendation (OCC) submission due

August

- Chapter board meeting
- Chapter leadership planning retreat

September

- Chapter board meeting
- CONSTRUCT/ Regional Caucus



CALENDAR

Second Quarter

October

- Chapter board meeting

November

- Chapter board meeting

December

- Chapter board meeting



CALENDAR

Third Quarter

January

- Chapter board meeting
- Call for chapter board nominations

February

- Chapter board meeting
- Chapter board approval of nominations

March

- Chapter board meeting
- Publish chapter board nominations
- Regional Awards submissions due



CALENDAR

Fourth Quarter

April - Your Busy Month!

- Chapter board meeting
- Chapter board elections
- Invite new chapter board members to Regional Conference
- Prepare Chapter Annual Report for Regional Conference
- Regional Leadership Conference
- **Update Institute with newly elected Chapter Board and Committee Chairs**

May

- Chapter board meeting
- Institute Award submissions due (except OCC)

June - Year End

- Chapter board meeting, include new board members
- Transfer records and train new Secretary



BOARD MEETINGS

Meeting Types

Scheduling:

- Meet prior to Chapter Meeting
- Meet day other than Chapter Meeting
- Set up regularly scheduled meeting dates

Face-To-Face Meetings

- Link in others electronically if unavailable

E-Meetings

- Visual electronic programs
 - GoTo-Meeting
 - Skype
 - Webex

Conference Calls

- Non visual



BOARD MEETINGS

Preparation

Two Weeks Prior

- Send meeting reminder
- Request agenda items
- Request reports

One Week Prior

- Send out requests again :-)
- Send out Board Meeting Packages
 - Past meeting minutes
 - Meeting agenda
 - Monthly financial reports
 - Monthly committee reports

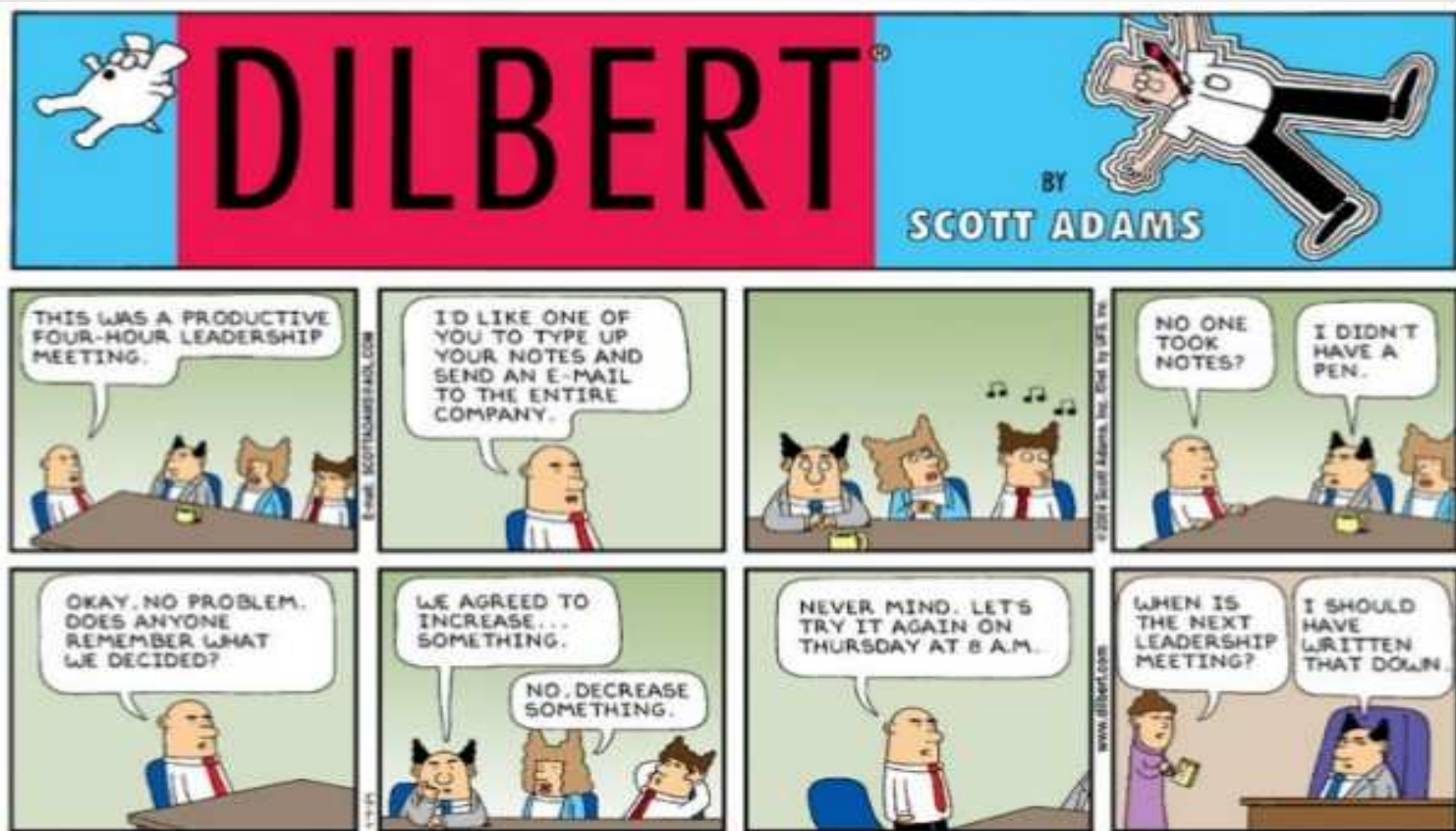
Day of Meeting

- Print off additional board meeting packages
- Be prepared to take meeting minutes
- Arrange for a backup Secretary, if unable to attend



BOARD MEETINGS

Meeting Minutes



BOARD MEETINGS

Meeting Minutes / Agenda

Record of the Meeting (see sample)

- Attendance - Present / Absent
- Review and acceptance of previous minutes
- Review and acceptance of financial report
- Highlights of committee activities
 - Majority of information provided in Committee Reports
- Old and New Business
- Decisions made / voting
- Next Meeting



BOARD MEETINGS

Taking Meeting Minutes

Best Practices

- Be sure you are organized
 - Prepare your minutes template, utilize your agenda
 - Have documents up on your computer prior to meeting
- CSI Specification 4 "C's"
 - Clear / Concise / Correct / Complete
- Key is to record the business and decisions made in the meeting, not necessarily the discussion
- Document tasks, responsibilities, deadlines
- Record decisions and voting



DOCUMENTATION

Committee Reports

Written Monthly Report (see sample)

- Submit to Secretary in include in monthly board package
 - Reduces discussion during board meetings
- Include Committee:
 - Name
 - Chair
 - Members
 - Goals and Objectives
 - Last meeting
 - Activities and Accomplishments



DOCUMENTATION

Chapter Long Range Planning Report (LRP)

- Begin year with a LR Planning session
- Best practice for a successful chapter
- Target a 3-year plan
- Review previous LRP
- Develop primary chapter vision
- Develop goals and objectives for committees to support chapter
- "SMART" goals
 - **S**pecific
 - **M**easurable
 - **A**ttainable
 - **R**elevant
 - **T**ime-Oriented



DOCUMENTATION

Chapter Annual Report

- Prepare for Chapter Annual Meeting and Regional Conference
- Utilize report to prepare Outstanding Chapter Commendation (OCC) submission
- Follow "Healthy Chapter Checklist"
- See sample report
 - Board and Committee Chairs
 - Membership status
 - Communications
 - Programs
 - Special Events
 - Special Mentions/Awards/Honors



RESOURCES

Support and "Go To's"

Chapter

- Use past Secretary and board as resources
- Use existing chapter forms
- Be familiar with your chapter bylaws

Regional

- Use Regional Board and Committee Chairs as resources
- Legacy Leadership Training
- Regional Bylaws

Institute

- Institute website
 - Leader Community and Tools
 - Membership Roster
 - Email Tool
 - Staff
 - Special Events
 - Special Mentions/Awards/Honors



RESOURCES

Great Lakes Region (GLR)

Website

- <http://greatlakes.csinet.org>

Website Resources/Tools

- GLR Bylaws
- GLR Strategic Plan FY16-20
- Officer and Committee Training

Regional Contacts

- President: Ed Brown
- Secretary: Gregg Jones
- GL Regional Director: Jack Morgan



Connect with CSI GLR

[CSI Great Lakes Region Survey](#)

[Great Lakes Region Chapters](#)

[Region Officers](#)

[Committees](#)

[Region Meetings](#)

[Upcoming Events](#)

[Institute Website](#)



RESOURCES

Construction Specifications Institute (Institute)

Website

- <http://csiresources.org>

Website Resources / Tools

- Institute
 - Staff
- Leader Community & Tools
 - Roster Tool
 - E-mail Tool

Staff

- CEO: Mark Dorsey
- Chapters/Communities: Cathy Stegmaier
- Manager Technical Community and Strategy: Matt Fochs
- GLR Regional Director: Jack Morgan



SUMMARY

- Refer to your Chapter Bylaws for responsibilities
- Work with your Chapter Board and Committee Chairs
- Know your calendar – Chapter/Region/Institute
- Conduct and document effective Board Meetings
- Be prepared to assist with additional documentation
- Get to know your available resources at Chapter, Regional, and Institute levels

Final Questions / Comments

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