



**General transfer document**  
**for secretaries for student organisations of Hanze UAS Groningen**

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# 1. Secretary

## 1.1 Job description

The secretary of a study association is responsible for representing the association in writing. Thus, the secretary is responsible for reporting. The secretary's main duties are as follows:

- Taking minutes during board meetings, ALVs, evaluation meetings and other meetings;
- Managing the agendas of all board members;
- Maintain and update the membership database;
- Support the chairman;
- Maintain the task lists of all board members;
- Manage email and mail;
- In writing, be the first contact person or point of contact for members;
- Maintain the administration and filing of the association;
- Check written documents;
- Manage social media of the association and the association website;
- Writing the newsletter for members.

A secretary may have other duties beyond those mentioned above. The secretary is also known as the memory and conscience of the association, because he or she is almost always well aware of what is going on and has the task of recording it. To perform the above tasks well, the following qualities are important to have:

- A secretary must be strong in planning, for keeping an overview about the association and managing agendas;
- A secretary must be consistent, attentive, perfectionist, communicative, linguistic and be able to work neatly and neatly to keep minutes, records and archives well. This also makes it clear to other board members and, for example, a BoA or SB what is going on;
- Objectivity can come in handy while taking minutes. The purpose of taking minutes is to record a meeting. An honest account of the meeting moment must be available afterwards. This is the secretary's responsibility;
- A secretary is often working in the background and must be able to handle this well.

During meetings, the secretary often has less speaking time because he or she is taking minutes. Note that besides being secretary, you are also a board member, so if you have input into the meeting, pause typing and make yourself heard. Taking care of administration and filing is often done quietly, in support of the rest of the board's work. Supporting the chairman is also not always noticeable to everyone, but is important to the work of both the chairman and secretary.

## 1.2 Tips

Some useful tips for a secretary are as follows:

- Make an internal annual schedule at the beginning of the year that includes, for example: deadlines for promotion, when to send newsletters or important emails, and special events within the board;
- Make a task list for each person after each meeting. This can be done at the bottom of the minutes or via the application Trello. Try to include small tasks in this as well, so nothing gets forgotten. Record tasks per person, even if a task applies to several board members. Check whether tasks are distributed evenly, working together with the chairman. Draw up the deadlines together with your fellow board members during the meeting;
- If you have a General Members Meeting, don't forget to hire recording equipment. When you pick them up, check that they are charged. When you turn them in, get your materials off;
- Check your bylaws or HR when your minutes of the ALV are due;
- Send ALL your emails in BCC;
- Always have your emails and newsletters checked by your board members so that spelling mistakes are taken out;
- Always send your documents in PDF;
- Never delete e-mails! Create folders and put your e-mails in them. This way you can always find everything;