

## **Secretary round table discussion**

PRASSA 2011 Friday, March 4, 2011; 8pm

In attendance: Phil, Coleen A, Christina, Analisa D, Deborah, Chad, Kathi F., Shelly

### **The area person is asking for information from district for minutes?—What information is posted on your district page for area?**

- Area 17 allows districts to decide what goes on the district website. There are guidelines.
- District sec. sends out emails, Provides report sheets for everyone to fill out. Anything that pertains to district she prints out and emails to all trusted servants and GSR, cps, responsible for the newsletter. For what is sent to the area
- The district webpage is more like a blog than anything else
- Uses website for GSRs so they can reference the information then carrying around information.
- Reports online are censored for personal information

### **Who decides the descriptions?**

- There was a group conscience and the duties were listed b4 she stood for the position.
- Position is the ground level contact person for the district
- Exchange of information between sec. and GSR and district level

### **What is the job description of a secretary?**

- Area handbook has job descriptions.
- Some people are picked for a position to keep them sober rather than whether or not they are right for the position. See service manual
- Documentation for proof...Looking at the minutes keep unity in the group
- Secretaries train GSRs and what to do in his or her job position.

### **Do the Secretaries have a voice and a vote at meeting?**

- Most yes

### **Helpful Hints:**

- Preset up outline for minutes...So and so opened the meeting at \_\_\_\_pm-
- The minority opinion is not written it's not in the minutes.

- Imbedding the documents to save paper and email space
- At the area level..they don't mention names about who says what except for motions
- Gist of what is said rather than the whole quote
- Just the flow of the motion not the details
  - What did we vote on, what was the vote
- Newsletter is where the minutes get published.
- Minutes get posted before approval
- Using "subject to approval" on the website before approval
- Read concept before any elections
- Don't force people to take service position