



Greetings from Bonnie Braden State Secretary of the Ohio Horseman's Council

## TIPS FOR THE COUNTY SECRETARY

### 1. SIGN IN SHEET

- ❖ It is important to have a sign in sheet for every event, meeting or ride.
- ❖ It helps you as the secretary to be familiar with names and faces.
- ❖ It keeps you informed of address changes and /or typo errors in previously attained information.
- ❖ This is especially helpful and mandatory for insurance purposes.
- ❖ Helpful with calendar events filing.
- ❖

### 2. KEEPING MINUTES

- ❖ MINUTES are a must for every meeting in which 2 or more officers are present. Minutes should be taken as accurately as interpreted.
- ❖ AGENDA: It is helpful if the President has an agenda prepared and the minutes can be written and reviewed with the promptings of the agenda.
- ❖ DATES: A date must be on all secretary minutes and notes. These dates and minutes are considered legal documents for organizational structure, such as opening bank accounts, lawsuits, and other litigations.
- ❖
  - Try to be brief
  - Be factual
  - Be specific

Communications with the members is very important. Information should be mailed, e-mailed or called in and always have your records available to any member upon request, for public viewing. I use the Dial my calls company for E-mail and updates. Their website is [www.dialmycalls.com](http://www.dialmycalls.com) this is a very inexpensive form of communicating reminders. Most people prefer to have a hard copy in hand for review when it comes to newsletters and such. Addresses are important just in case you need to mail information by regular postal service.

I hope I have been of some help.

Sincerely,

Bonnie Braden