

Secretary Role

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**Twin Cities Section
Officer & Volunteer
Training 2015
Brady Mayes**

Twin Cities IEEE Secretary Roles

- Meeting agendas
- Maintain accurate meetings minutes...
 - Recordings for number of attendees and guests
 - Motions, motions to amend, seconds, and discussion
 - Straw voting, voting outcomes
- Report new officers (via vTools reporting)
- Maintain calendar and chapter records

Secretary Roles: Monthly Chapter Reports

Monthly Chapter Reports... Email to: tc-sec@ieee.org tc-chair@ieee.org ...prior to ExCom	Recent meetings	Future meetings
	Meeting type (technical, planning, etc.)	Officer changes
	Announcements	Misc. requests
	Questions	Issues/concerns

Secretary Roles: Monthly Chapter Reports

Monthly Chapter Reports...

Email to:

tc-sec@ieee.org
tc-chair@ieee.org

...prior to ExCom

Tip: Always helpful to have "IEEE" and "chapter report" in the subject line. Attachments OK.

Section meetings are typically the 1st Tuesday of the month.

Our next meeting:

Tuesday, Feb. 3rd. (4:45pm)
3001 Broadway Street NE
Minneapolis, MN

Thank you!

Questions?