

Exploring[®]

SECRETARY'S RECORDS

Post _____

_____ 20
month

to

_____ 20
month

A MESSAGE—TO THE POST SECRETARY

Your Explorer friends elected you because they thought you were able to do this job. Now it is up to you to keep faith with them.

Use these Secretary's Records and your work will be a lot easier. They tie together what you should know about minutes, records, and correspondence.

Before you undertake any job, you have to know what it is. Here—on these pages—are the facts you should know. We will note them in italics and show you how these forms can be a great help.

Keep minutes of post and officers' meetings. You'll notice there are three separate types of agendas—one for officers' meetings and one for a résumé of the two monthly post business meetings.

Keep participation records. Keep an officers' roster, a participation roster, and attendance at post and officers' meetings and other activities (pages Appendix-59–65). Record each Explorer's recognitions, activity interests, and leadership experiences (pages Appendix-66–68), and your post mobilization system (page Appendix-78).

Handle correspondence. Read correspondence by the post at post and officers' meetings. Answer correspondence as directed. Pages Appendix-71–73 show you how to do this.

THIS IS THE RECORD OF POST _____ of the _____
Participating Organization

City _____, State _____, Zip _____

OUR POST MEETS IN THE _____
Meeting place

every _____
(Example: second and fourth Wednesday of each month)

OUR ADULT ADVISORS ARE—

	Name	Address	Phone
Advisor	_____	_____	_____
Associate Advisor	_____	_____	_____
Associate Advisor	_____	_____	_____
Associate Advisor	_____	_____	_____

OUR POST COMMITTEE PARTICIPANTS ARE—

Participant	_____	_____	_____
Participant	_____	_____	_____
Participant	_____	_____	_____
Participant	_____	_____	_____
Participant	_____	_____	_____
Participant	_____	_____	_____
Participant	_____	_____	_____

OUR POST ELECTED OFFICERS ARE—

President	_____	_____	_____
Successor	_____	_____	_____
First Vice President	_____	_____	_____
Successor	_____	_____	_____
Second Vice President	_____	_____	_____
Successor	_____	_____	_____
Secretary	_____	_____	_____
Successor	_____	_____	_____
Treasurer	_____	_____	_____
Successor	_____	_____	_____

ADDITIONAL ELECTED OFFICERS ARE—

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

POST ROSTER

LAST NAME (List names alphabetically)	FIRST NAME AND INITIAL	STREET OR RFD	CITY AND ZIP	AGE	GRADE
1					
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FAMILY DATA

LAST NAME (List names alphabetically)	HOME PHONE	COMMUNITY AFFILIATION	PARENT'S PROGRAM CAPABILITY		
			FIRST NAME AND INITIAL	OCCUPATION	SPECIAL HOBBY OR SKILL
1					
2					
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ATTENDANCE

LAST NAME (List names alphabetically)	SEPTEMBER MEETINGS				OCTOBER MEETINGS				NOVEMBER MEETINGS			
	OFFICERS	FIRST POST	SECOND POST	OTHER ACTIVITIES	OFFICERS	FIRST POST	SECOND POST	OTHER ACTIVITIES	OFFICERS	FIRST POST	SECOND POST	OTHER ACTIVITIES
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ATTENDANCE

LAST NAME (List names alphabetically)	DECEMBER MEETINGS				JANUARY MEETINGS				FEBRUARY MEETINGS			
	OFFICERS	FIRST POST	SECOND POST	OTHER ACTIVITIES	OFFICERS	FIRST POST	SECOND POST	OTHER ACTIVITIES	OFFICERS	FIRST POST	SECOND POST	OTHER ACTIVITIES
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ATTENDANCE

LAST NAME (List names alphabetically)	MARCH MEETINGS				APRIL MEETINGS				MAY MEETINGS			
	OFFICERS	FIRST POST	SECOND POST	OTHER ACTIVITIES	OFFICERS	FIRST POST	SECOND POST	OTHER ACTIVITIES	OFFICERS	FIRST POST	SECOND POST	OTHER ACTIVITIES
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ATTENDANCE

LAST NAME (List names alphabetically)	JUNE MEETINGS				JULY MEETINGS				AUGUST MEETINGS			
	OFFICERS	FIRST POST	SECOND POST	OTHER ACTIVITIES	OFFICERS	FIRST POST	SECOND POST	OTHER ACTIVITIES	OFFICERS	FIRST POST	SECOND POST	OTHER ACTIVITIES
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RECOGNITIONS

LAST NAME (List names alphabetically)	List awards, other honors, and outstanding leadership in church and school in studies, activities, or sports.	
	AT CHURCH	AT SCHOOL
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RECOGNITIONS

LAST NAME (List names alphabetically)	List awards, other honors, and outstanding leadership achieved in the community.	List most important recognition achieved within the post.
	IN THE COMMUNITY	WITHIN THE POST
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LEADERSHIP RECORD

LAST NAME (List names alphabetically)	PRESIDENT		FIRST VICE PRESIDENT		SECOND VICE PRESIDENT		SECRETARY		TREASURER		OTHER OFFICER POSITION		ACTIVITY PARTICIPATION "C," COMMITTEE CHAIR "M," COMMITTEE PARTICIPANT										
	From	To	From	To	From	To	From	To	From	To	From	To	1	2	3	4	5	6	7	8	9	10	
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VOCATIONAL AND HOBBY CHOICE

LAST NAME (List names alphabetically)	VOCATIONAL		HOBBY OR SPORT	
	1st Choice	2d Choice	1st Choice	2d Choice
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SUPERACTIVITY PARTICIPATION

LAST NAME (List names alphabetically)	List your post's superactivity in box below and insert date and number of days for each participating Explorer.			
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HANDLING CORRESPONDENCE

As the post secretary you will read and, with the approval of your officers and participants, answer all the correspondence your post receives. Your post's reputation depends to an extent on the manner in which its correspondence is handled. Here are some important hints for you on handling it. Follow them and your job will go well.

BE EFFICIENT

Be prompt in answering communications. When the president requests it, send out notices of post and officers' meetings well in advance of their scheduled dates. Keep a neat and accurate file of this post correspondence so that you can refer to it quickly should your president or Advisor request it.

USE ATTRACTIVE STATIONERY


There's no reason your post shouldn't have its own letterhead. Attractive letterheads with envelopes can be had for little more than the cost of unprinted stationery. Letterheads, as shown on the following pages, improve the appearance of correspondence.

Informal letters

An informal letter is the type you would write to the officer of another post or to one of your own post participants.

CONSIDER THESE SAMPLES

When you handle the post's correspondence, you must deal with a variety of situations and a number of people. Typical letters and notices you will have to write are included here. As an additional help, it would be a good idea to check a good book on English when you're in doubt about the best and clearest way to write something.



(Date)

Mr. Howard H. Page
841 Harwood Street
Fort Worth, Texas 76112


Dear Mr. Page:

The participants of our post have had a great time reliving the experiences we had together at the annual Rodeo and Stock Show. We all feel that we never had better cooperation from anyone than we received from you. I send you the thanks of our entire post participation.

The participants of our Explorer post have decided to go in for horsemanship and we need a consultant who will help us get the most out of this special activity. The participants have asked if you would be our consultant, for you are, as everyone knows, an expert in horsemanship. We promise our cooperation and will be reasonable in requests for your time.

Please let us know if you are able to work with us.

Sincerely,



Alton Smith
Secretary, Post 2502
480 College Drive
Fort Worth, Texas 76117

THE BIG "E" OF EXPLORING—ENTHUSIASM • ENERGY • EXCELLENCE

Exploring®

Business letters

Business letters should be short and state the matter at hand clearly and courteously.

2933 Long Street
Green Bay, WI 09123
(Date)

Mr. Donald H. Smith
Green Bay Paper Company
4519 Broadway
Green Bay, WI 09123

Dear Mr. Smith:

The participants and officers of Post 72 wish to thank you for the fine time we had last Saturday morning visiting your paper company.

Many of our group had never seen paper made before, and it was quite exciting to see it done with you there to tell us all about it.

Be sure to give our thanks to all of your associates who were so helpful. Come and visit our post if ever you have the opportunity. We meet on the second and fourth Tuesdays of every month at 7 p.m. in the Fellowship Hall at the First Methodist Church.

Very truly yours,



Thomas Brown
Secretary

Program Folder, No. 34562A—a full-color cover for reports, presentations, programs, etc. It is 8½ by 11¼ inches with a 2½-inch internal flap along bottom to hold contents.

THE BIG "E" OF EXPLORING—ENTHUSIASM • ENERGY • EXCELLENCE



Exploring Certificate, No. 33144A

(Date)

Dear Bert,

The coed splash party we had last week was great. The fellows were talking about it at the officers' meeting. I thought I'd let you know that we all think you did a swell job of organizing and running the whole thing.

For the Post
Sincerely yours,



Phil Jackson
Secretary
Explorer Post 44

Congratulatory note

When your post program works well, it comes only as the result of fine work by its participants and officers. A courteous gesture on the part of the post secretary is to write notes of congratulation to those who give outstanding service as committee chairs, officers, consultants, and in other leadership positions.

SENDING CARDS

During the year, there are many pleasant happenings. Participants of your post have birthdays, graduate from high school, or perhaps receive some community honor. Older friends of the post might get married or have wedding anniversaries.

Sad things occur, too—sickness, injuries, hospital visits for your fellow Explorers or their families. You, as secretary, might recommend to the officers of the post that a suitable card or letter be sent on these occasions. You can pick up such cards at drug or stationery stores.

Meeting and activity notices

You'll often be asked to send out reminders of post and officers' meetings. Committee chairs, too, often will ask your help with notices. One of the easiest and quickest ways to communicate is to send postcards. Do them with a typewriter, computer printer, or ballpoint pen. Make them short and accurate and don't forget such details as the date, time, and place of any activity.



OFFICERS' MEETING

The monthly meeting of the post officers will be held on Tuesday afternoon, October 3, at half past 4. We will meet in Mr. Brown's office at 733 Maplewood Drive.

Please be prepared to report or display any information or material you have been able to find on the two special interests we are considering.

Al Brackett
Secretary
Explorer Post 97

KEEPING MINUTES

Minutes are the official record of the activities of your post at both its regular and special meetings. As the official record, these records cannot be changed once they have been approved by the group. It's important that they be complete, accurate, and clear. The minutes often will be referred to as a source of information and may be used to settle a question about exactly what happened at a previous meeting.

As secretary, you record these minutes and have them available whenever they are needed. In your absence, the minutes must be taken. In that case, the post president will appoint a temporary secretary from among the post officers. You may want to coach one of these officers in advance in the techniques of taking minutes so that this person will be prepared when the need arises.

USE THE FORMS

Pages Appendix-75–76 have been designed to help you keep minutes in an organized way. They are set up to help you follow the regular month-by-month post meeting pattern—a good record at the officers' meeting and a brief summary of the two post business meetings.

At times, you may find it unnecessary to fill all of the spaces available on the sheet. This is quite all right, because the purpose of the minutes is to keep an accurate record of what happened, not to record unnecessary information. At times, though, you'll find that you will need extra space. In that case, use page Appendix-77 for the additional information.

DON'T RECORD EVERYTHING

Minutes are a record of all the business transacted at a meeting but not a complete word-for-word recording of what happened. The minutes include plans presented, activities promoted, and other related items that are important to the success of your post. Try not to make them a bare record of cold facts. Record names, and at times remind the group of a humorous incident that sparked the past meeting. Develop a style that is factual and interesting so that the members will look forward to your reading the minutes at each meeting.

Be extremely careful to express the opinions of the group and not your own. When you're doing your recording, don't hesitate to ask questions while the meeting is in progress if you are in doubt about the exact wording or the exact meaning of a statement. Keeping an accurate account of what goes on far outweighs the slight interruption that you cause by asking a question.

KEEP A YEAR-TO-YEAR MINUTES FILE

These Secretary's Records provide a blank form for the minutes of your post for one month. Make twelve photocopies of the form (front and back) for a year's supply. At the end of each year, file these minutes where they will be available. (You or your successors might need to refer to them.)

MINUTES OF OFFICERS' MEETING FOR _____

Month _____

Place _____ Date _____ Time _____

Call to order, introductions, etc. Presiding _____

Minutes of last meeting read and approved _____ (or) corrected and approved _____

Reports and old business: _____

New business: _____

"Action" assignments (report at next meeting) _____

Advisor's comments: _____

Next meeting: _____ Place _____ Time _____

Signed _____

Post Secretary

SUMMARY OF FIRST POST MEETING IN _____

Month

Place _____ Date _____ Time _____

Signed _____

Post Secretary

SUMMARY OF SECOND POST MEETING IN _____

Month

Place _____ Date _____ Time _____

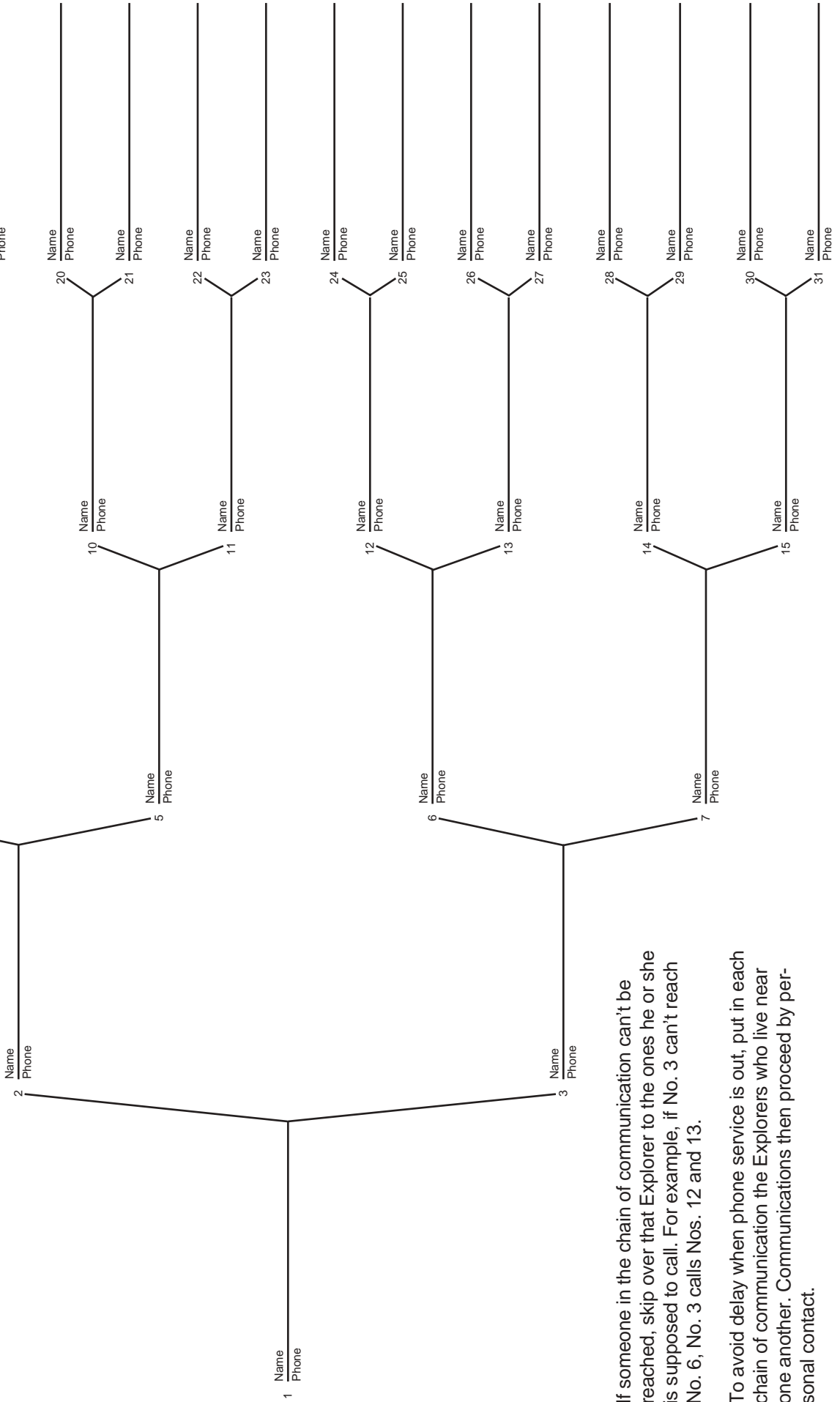
Signed _____

Post Secretary

POST TELEPHONE NETWORK

The person activating this telephone network will call No. 1. Then the calls proceed as indicated below by the fastest possible method, even if phones are out of order or roads blocked.

For example, No. 1 calls Nos. 2 and 3. Then No. 2 calls Nos. 4 and 5, while No. 3 calls Nos. 6 and 7. So it goes until everyone has been notified.



If someone in the chain of communication can't be reached, skip over that Explorer to the ones he or she is supposed to call. For example, if No. 3 can't reach No. 6, No. 3 calls Nos. 12 and 13.

To avoid delay when phone service is out, put in each chain of communication the Explorers who live near one another. Communications then proceed by personal contact.