CPPG Secretary Procedures

The duty of the Secretary, as stated in the CPPG Bylaws, is: "The Secretary keeps a record of all proceedings at each public meeting, assisting the President when needed. When the President and Vice President are absent, it is the Secretary's duty to call the meeting to order and preside until a temporary Chair is appointed."

1. Attend Planning Meetings – Record the minutes at schedule planned meetings. If unable to attend, notify the President so a temporary replacement can be secured.
    a. The week prior to the Planning Committee Meeting, the President will send out an agenda to the officers and committee chairs
    b. Print a copy of the agenda as a reference.
    c. At the meeting, have all members present sign in with the Secretary.
    d. Take notes on what transpires for each item on the agenda and any additional items that might be added during the meeting. You have the option of inputting the notes directly into Word on your laptop.
    e. If you choose to record the meeting on your phone, you must first obtain permission from those attending the meeting.
    f. Acquire any supporting documentation.
2. After the Planning Meeting:
    a. Open a copy of the Master Planning Committee Meeting template (attached).
    b. Enter or copy (If you had used your laptop) the items input during the meeting and any additional items, edit as necessary.
    c. Send a copy of the draft minutes (in Word format) to the President via email for approval. This should be done immediately after the Planning Committee Meeting, so the President has the Planning Committee Meeting minutes to prepare the agenda for the General Meeting
    d. Once the President approves the Planning Committee Meeting minutes, save a copy in PDF format and e-mail a copy to members of the Planning Committee.
    e. Staple together a hard copy of the Planning Committee Meeting minutes, agenda and supporting documentation, and place them in the 'Minutes' section of the binder.
    f. Back up the Planning Committee minutes on the flash drive.

3. Attending General Meetings - Record the minutes at scheduled General Meetings. If unable to attend, notify the President so a temporary replacement can be secured.
    a. Prior to the General Meeting, the President will send out an agenda to the Secretary in Word format. The President will send a copy of the Agenda in PDF format Officers
    b. Input what transpires for each item on the agenda, and any additional items. When recording the minutes the Secretary should follow the agenda. You also have the option of directly inputting the notes into Word on your laptop.
    c. If you choose to record the meeting on your phone, you must first obtain permission from those attending the meeting.
4. After the General Meeting:
    a. Open a copy of the General Meeting template (attached).
    b. Enter or copy (If you had used your laptop) the items input during the meeting and any additional items, edit as necessary.
    c. Send a copy of the draft minutes (in Word format) to the President via email for approval.
    d. Once the General Meeting minutes have been approved, send a final version in PDF format to members of the Planning Committee and webmaster. The webmaster will upload the minutes to the CPPG website for the membership to review.
    e. Staple a hard copy of the General Meeting minutes together with the agenda and any supporting documentation.
    f. Then staple the General Meeting minutes together with the Planning Committee Meeting minutes, and place them in the 'Minutes' section of the binder. This method ensures easy retrieval of information.
5. The Secretary shall perform these duties in accordance with the CPPG By-Laws, applicable Recreation Department requirements, and decisions of the Executive Board and Planning Committee.