

Company Secretary Responsibilities



Introduction

The Company Secretary provides accurate records for current Company operations as well as historical archives through minutes, lists, and reports. She facilitates correspondence and communication from the Company President to the Company Board, the Camp Boards, etc. She supports Camp Officer counterparts through training and encouragement.

Summary of ISDUP Constitution and Bylaws

- Take and present for approval minutes of the Company Board and other Company meetings.
- Maintain a Company Officer roster and Company attendance roll at the Company Board meetings.
- Assist with Company correspondence.
- Archive a copy of annual Company minutes, rolls, rosters, and reports.
- Assist the Company President and the Company Board as needed.

Responsibilities

1. Record

- Maintain for the DUP year (operational and fiscal) the Company Attendance Roll and the Company Officer List; notify ISDUP Membership Department when Company Officer changes occur for President, Treasurer, Secretary, Registrar, or Captains.
- Attendance Roll, sign-in sheets, or silent roll call are appropriate for taking attendance according to need and/or event.

2. Minutes

- Take minutes of all Company Meetings, i.e., Board Meeting, District Convention, Jubilee, etc.
- Record concise and brief minutes; the Company Meeting Minutes form may be used. Record discussions, decisions, motions made, voting results, and progression of ongoing items.
- Read minutes at subsequent Company meetings for corrections and approval. Distribution is under the direction of the Company President.
- Retain minutes indefinitely as the foundation of the Company's history.

3. Reports

- Prepare and keep updated the Company Officer list.
- Collaborate with the Company President in preparing the Company Annual Statistical Report by compiling data from the Camp Annual Statistical Reports. Names of Selected Company Officers and Camp and Camp Captains are part of the report, due to the ISDUP Membership Department by June 30.

4. Meeting Notification, Correspondence, Invitations, and Programs

- Assist the Company President by:
 - Sending notification details and reminders of upcoming meetings.
 - Preparing and distributing agendas.
 - Preparing letters, emails, or documents.
 - Developing, preparing, and distributing invitations and programs for Company events.
 - Preparing birthday, sympathy, get-well cards, etc.
- Maintain files—hard copy and/or digital—of documents received and responses sent.

5. Archive

- Archive annually into one file folder the following which then becomes the permanent record/history of your Company covering the DUP year (operational and fiscal): Company Meeting Minutes, Company Officer List, Company Annual Statistical Report, Company Membership Dues Summary Sheet, Company Annual Financial Review, Satellite Museum Annual Financial Review (for Camps and Company, when applicable), District Convention: Company President’s and Treasurer’s Updates, and District Convention: Satellite Museum Treasurer’s Update, if applicable.
- Discard old blank DUP forms, reports, etc. The latest versions are found at: ISDUP.org → Forms tab and can be printed when needed.
- Pass on to your successor materials that have been sorted and organized.

6. Train Camp Secretaries

- Attend ISDUP Leadership Training Seminar to receive training, where possible, then disseminate that information at the Company Leadership Training Seminar to Camp Secretary counterparts.
- Support Camp Secretaries by being familiar with the reports and materials they are dealing with, including the ISDUP *Constitution and Bylaws* as well as navigating ISDUP.org.

7. District Conventions

- Aid the Company President by providing data needed for her report, i.e., number of histories submitted to ISDUP, roll call totals, new Members, etc.
- Take and report attendance.

8. Resources Found at ISDUP.org

- Company Meeting Minutes
- Company Officer List
- Company Annual Statistical Report
- Company Planning Guide
- Camp and Company Reports and Routing
- Attendance Roll

Company Secretary Deadlines at a Glance

Deadline	Report Form	Prepared By	Sent To	Destination
June-May	Company Meeting Minutes	Company Secretary	N/A	Company Records
June 30	Company Annual Statistical Report	Company Secretary	ISDUP Membership	ISDUP Membership