

# TRUMAN STATE STUDENT GOVERNMENT

## END OF THE YEAR REPORT

SECRETARY  
DONALD RABIN  
(SPRING 2016)

My name is Donald Rabin and I have served as Secretary of the Truman State Student Government for one semester! I was so glad to take over the position and I had to learn about the position as I went through. However, I believe the mistakes that I made and the Secretary prior will help me compile the best possible solutions for new Secretaries. I hope this is helpful and will help you consider what you can do differently in the Secretary position.

### **Secretary Duties (According to the Constitution/Standing Rules):**

- Recording the proceedings of regular and special meetings of the Student Senate and the executive committee.
- Keeping records up to date and in order
- Maintain a copy of the current constitution and standing rules and making them available to the public
- Compiling an "End of the Year" Report
- Enforcing the absence policy; which entails continuous communication with Committee Chairs, Voting Senators, and the Executive Committee
- Informing the Student Government of potential Presidential Vetoes that have been filed
- Attending all regular and special meetings of the Student Senate
- Receive letters of intent from potential speakers prior to the transitional meeting
- Create a general contact list that includes all members of the Student Government
- Create minutes for each regular and special meetings of Student Government
- Attend one mandatory office hour a week
- Work with the Communication Director to ensure all Documented Records of Student Government are accounted for

### **Secretary Duties (Not included in the Constitution):**

- Uploading PDF Documents of the General Meeting Minutes to the Senate.Truman.edu website
- Numbering Resolutions as they are passed during General Body Meetings
- Uploading and updating Resolutions onto the Senate.Truman.edu website
- Including specific content in Student Senate Meeting Minutes and Student Senate Executive Meeting minutes
  - Inserting discussion topics from each debate on resolutions
  - Going over each Committee Chair Report and adding important information relevant to each topic
- Utilizing the newly installed Office Hour clock-in system
- Emailing/Contacting senators who have attendance issues and discussing the issues
- Sending a mid-term attendance report to all members of the body
- Asking Committee Chairs who the members of their committees are
- Applying to be an Executive Member for CSI
- Submitting a Roster of members to CSI
- Create name plates for all members of the body (document is on the StuGov computer)

### **Recommendations for future Secretaries of Student Senate:**

- **Advice**
  - After being Secretary for only a semester, I've learned to keep everything updated as meetings progress throughout the semester. Once meetings are completed, make sure the resolutions are numbered to keep everything in order. Upload the material as soon the meeting has been completed and once meeting minutes have approved.
- **Active Communication with Executive Committee**
  - After discrepancies from the past, it is beneficial to keep in constant contact with the Executive Committee for information and advice regarding the position. Discuss your duties and what the President would like to have accomplished at the beginning of the year.
  - Make sure you ask questions! Don't waste countless hours working on items and realize that they were not done correctly. It would be beneficial for the whole body to know what you're doing and if there is anything that you need to do differently.
  - Know the members of the each Committee Chairs committee, clarify that you need to know each week who is in each committee. Set a deadline for committee chairs to send attendance to you by. Normally, it would be beneficial to do it after each general meeting.
- **General Meeting Minutes**

- Take minutes on a Google Doc and share to all members of the body via email. Then, save the document as a PDF after additions have been made and then upload the document onto the website.

- **Learn about MAJORDOMO and what purpose it serves for the Student Government**

- We currently have our own mailing system and this is how the Secretary is able to send information to the body. This is how the system works:

§ First, you must get permission from the President to be on the mailing system. Once you have done this, proceed to add members onto the mailing list by sending an email to [majordomo@truman.edu](mailto:majordomo@truman.edu).

WHAT IS THE PURPOSE?	WHAT TO PUT IN THE BODY OF THE MESSAGE?
<b>Add member to the mailing list</b>	approve step4qaz subscribe stugov email@truman.edu
<b>Take member off mailing list</b>	approve step4qaz unsubscribe stugov email@truman.edu

§ Second, put absolutely nothing in the subject line and delete all words in the body (such as signatures, etc.) and put the above phrases in the body.

- Possibly work on a new email system that would be beneficial for all members of the body. I had worked a small amount on this by creating an email for Student Senate and then moving to creating a group for Student Senate. This would be easier for communication to the body purposes and would also be beneficial for Exec members to send reminders.

- **Fall/Spring Semester Contact List**

- Create a contact list and send out to members on the first meeting, set a deadline, and make sure everyone puts their name on the sheet. Include: name, number, email, banner I.D., T-shirt size, and whether a Senator needs a name tag.

- **Mid-term Attendance Report**

- Something new I decided to do for the Secretary position was to send an attendance report out during the mid-term to warn members if they are close to being removed from the body. Also, this notifies the members of how many absences they have and will help keep communication strong with the body.

- **Office Hour Clock-In Program**

- A new program was created by Keaton Leppanen (Voting Senator) that was installed on the Student Government computer and helped improve the current sign-in system. There was no possibility of tracking who attended their office hour and this program was

created to alleviate any issues. Senators will have to clock-in during their sign-up office hour time and then continue to clock-out of their respected time.

- **Website**

- Work with the Communication's director to become an admin on the website so you can edit the website and update the records tab. Insert PDF documents of Resolutions or meeting minutes to keep the public informed of what we are doing as a body.

- **Miscellaneous**

- Make sure there is a name plate for each member of the body prior to the beginning of the semester.

- Talk to committee chairs before the beginning of each meeting, maybe have them email you their report for the evening to make sure you get everything in the minutes accurately.

- When printing documents, the paper should go face up but 180 degrees the other way so the "Truman State" heading is in the back side of the printer.

To the future Secretary of Student Government,

Congratulations on being appointed to the Secretary position! I hope all of the information was helpful and I'm so glad to have been able to create the first end of the year report as Secretary. I have learned a lot and wanted to make sure that whoever will take the position in the future will be able to learn quickly about their responsibilities and what needs to be done. Have a wonderful year and enjoy being a part of Student Government!!

Sincerely,

Donald Rabin

Student Senate Secretary Spring 2016