

# **Student Government End of the Year Report: Secretary (2020)**

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## **General Tasks:**

My work in the position of Secretary was largely focused in two areas: attendance and record-keeping. Firstly, attendance primarily consisted of tracking office hours and meeting attendance; much of this required coordinating with the Executive Board to determine attendance policies for outlying positions that do not have specific requirements within our governing documents. Record-keeping requires a consistent focus in disseminating documents and tracking meeting discussion. All necessary tools are included within the previous year's Secretary folder.

## **Tools for Success:**

- Resolution Inserts
  - Use the official Truman Header for resolutions.
  - A president's digital signature will need to be acquired from the new administration.
- Create a Google Form for collecting Roster information.
- A contacts list in a Google Sheet for disseminating resolutions.

(All of these shall be included in the previous year's folder, aside from the president's signature; IE: I will share the folder to the next Secretary so that they may create their own for the next body.)

## **My Experience:**

Sometimes the position of Secretary requires that you must communicate in a tactful manner to members of the body. My experience involved putting members up for removal and issuing warnings regarding attendance. This is something that must be strictly maintained. Previous years have shown that a lack in enforcement of the attendance policy results in slack for the members of the body. I have found that a respectful but strict maintenance of the attendance policy results in efficient communication from the body.

## **Suggestions:**

- Update the contact list frequently.
- Stay on top of Office Hours; it can be easy to forget to check for them.
- Consult with the Executive Board if you are unsure about a way to move forward with issues.