

### **Duties of the Local Party Unit Secretary**

*The Secretary of the local party unit is the recorder and keeper of its records.*

- Record the minutes of every meeting
- Distribute meeting notices and agendas to all members, including the minutes of the previous meeting
- Assist in updating information in the Voter File
  - Home and email addresses and telephone numbers
  - Activist codes and other information
- Maintain a permanent record of activities for use by future local party unit officers and include in the DFL Living Library
- Send the state office a copy of the local party unit's latest constitution with any new revisions
- Submit all event/meeting dates to [Vicki Wright](#), director, Training & Party Affairs, for the State DFL calendar

#### **First duties after being elected**

- Create a complete roster of Central Committee, Executive Committee, and State Central Committee members
- Establish and distribute the schedule for all local party unit Central Committee and Executive Committee meetings

#### **Importance of the Secretary's role**

- Prevent a repeat of old business, allowing more time to discuss new items
- Clarify and define any assigned individual or group tasks in order to prevent misunderstandings
- Maintain important records, such as:
  - Volunteers
  - Contributors
  - Costs of activities
- Provide a record of proceedings to help settle any disputes
- Lend credibility to local party unit organization