

SECRETARY GUIDEBOOK



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Secretary Guide

INTRODUCTION

Serving as chapter secretary is an important leadership role. The effectiveness of a chapter often depends on the secretary's organization, attention to detail, and ability to maintain accurate records. Well-maintained records provide continuity from one leadership team to the next, preserve the chapter's history, and help future leaders understand past decisions and accomplishments.

The secretary works closely with the president and the board of directors to support the chapter's goals and ensure effective communication. This position also provides valuable experience for future leadership roles within the association.

Primary Responsibilities

- Record and maintain accurate minutes of all board and membership meetings, including attendance.
- Distribute meeting minutes to the board promptly following each meeting.
- Maintain and archive the chapter's Policies & Procedures (P&Ps) and document approved updates.
- Communicate board information, reports, and leadership changes as requested by the state chapter, Regional Vice President (RVP), or NABIP National.
- Provide reports to the membership at the annual meeting and at other times as requested.

Secretary Checklist

Use this checklist throughout your term to help ensure chapter records remain accurate, organized, and up to date.

Before Each Meeting

- ☐ Review the previous meeting's minutes and outstanding action items.
- ☐ Prepare an attendance roster.
- ☐ Gather the meeting agenda and any supporting documents.

- ☐ Bring the chapter's bylaws, Policies & Procedures (P&Ps), and parliamentary reference (if needed).

During Each Meeting

- ☐ Record the meeting date, time, and location.
- ☐ Record attendance.
- ☐ Document committee reports.
- ☐ Record all motions exactly as presented, including the outcome.
- ☐ Record action items, responsible individuals, and deadlines.
- ☐ Note any approved changes to Policies & Procedures.

After Each Meeting

- ☐ Prepare and distribute draft meeting minutes promptly.
- ☐ File meeting minutes in the chapter's permanent records.
- ☐ Update attendance records.
- ☐ Update Policies & Procedures, if applicable.
- ☐ Track action items for follow-up.

Throughout the Year

- ☐ Maintain organized chapter records.
- ☐ Keep Policies & Procedures current and consistent with the bylaws.
- ☐ Maintain attendance records for board meetings and chapter events.
- ☐ Update the chapter leadership roster whenever changes occur.
- ☐ Notify the state chapter (if applicable), Regional Vice President (RVP), and NABIP National of leadership changes.
- ☐ Submit reports as requested by the president, board, state chapter, RVP, or NABIP National.

End of Your Term

- ☐ Finalize and archive all meeting minutes.
- ☐ Organize attendance records and chapter files.

- ☐ Ensure Policies & Procedures include all approved updates.
 - ☐ Verify the leadership roster is current.
 - ☐ Organize historical records for future reference.
 - ☐ Transfer all chapter records to the incoming secretary.
 - ☐ Meet with your successor to review responsibilities and answer questions.
-

MEETING MINUTES

Meeting minutes are one of the chapter's most valuable historical records. They document board actions, preserve institutional knowledge, and provide a record of how the chapter has addressed issues, planned events, and made decisions. They are also valuable when preparing award submissions and documenting chapter accomplishments.

Meeting minutes should include:

- Meeting date, time, and location
- Attendance
- Committee reports
- Motions exactly as presented and the outcome of each motion
- Action items and assigned responsibilities
- Deadlines and follow-up items

Draft minutes should be distributed promptly following each meeting and approved by the board at the next meeting. Once approved, they should be archived in an organized location that is easily accessible to future chapter leaders.

Secretary Tip: Taking Effective Meeting Minutes

Meeting minutes are **not** a transcript of the discussion. Their purpose is to document the official actions of the board and provide a clear historical record of the meeting.

Focus on recording:

- The date, time, and location of the meeting.
- Attendance and whether a quorum was present.

- Motions exactly as presented, including whether they passed or failed.
- Key decisions made by the board.
- Action items, the individual responsible, and any deadlines.
- Reports received and any actions taken as a result.

Avoid recording:

- Personal opinions or commentary.
- Detailed debate or discussion.
- Side conversations.
- Who said what during discussion, unless required for the official record (such as the maker of a motion).

When in doubt, remember this simple rule:

Record what the board decided—not everything that was discussed. Well-written minutes should provide enough detail for someone who did not attend the meeting to understand the actions taken, while remaining concise, objective, and factual.

POLICIES & PROCEDURES

The secretary maintains the chapter's Policies & Procedures (P&Ps). These documents outline the board's operating practices and provide guidance for the day-to-day administration of the chapter. Unlike bylaws, which establish the governing framework of the organization, P&Ps address operational details and may be updated by board action as needed.

The secretary should periodically review the P&Ps to ensure they remain current and do not conflict with the chapter's bylaws.

ATTENDANCE RECORDS

The secretary maintains attendance records for board meetings and other official chapter activities. Depending on the chapter, you may also be responsible for tracking attendance at membership meetings and chapter events.

Accurate attendance records support membership recruitment and retention efforts, provide historical documentation, and may assist with award applications and volunteer recognition.

CHAPTER LEADERSHIP ROSTERS

The secretary is responsible for maintaining an accurate chapter leadership roster and reporting leadership changes to the appropriate parties, including the state chapter (if applicable), the Regional Vice President (RVP), and NABIP National.

Keeping leadership information current ensures chapter leaders receive important communications, reports, deadlines, and other association information in a timely manner.

TRANSITIONING RECORDS

One of the secretary's most important responsibilities is ensuring a smooth transition to the incoming secretary.

At the end of your term, organize and transfer all chapter records, including:

- Meeting minutes
- Attendance records
- Policies & Procedures
- Leadership rosters
- Historical files
- Other important chapter documents

Whether maintained electronically or in a physical binder, these records should be complete, organized, and easy for your successor to access. A thorough transition preserves the chapter's history and supports continued success.

OTHER DUTIES

Like all members of the board, the secretary may be asked to assist with additional responsibilities assigned by the president.

If the chapter does not have a parliamentarian, the secretary may also be asked to provide parliamentary support during meetings. Review your chapter bylaws to determine whether your chapter follows **Robert's Rules of Order Newly Revised** or **The Standard Code of Parliamentary Procedure** by Alice Sturgis. Having the appropriate parliamentary reference available during meetings helps ensure business is conducted efficiently and fairly.

CONCLUSION

Serving as secretary requires organization, attention to detail, and strong communication skills. By maintaining accurate records, preserving chapter history, and supporting effective board operations, the secretary plays a vital role in the success and continuity of the chapter.

The experience gained in this position provides an excellent foundation for future leadership opportunities and helps ensure the chapter remains organized, informed, and well-positioned for continued success.

NABIP Board of Trustees
AGENDA
Monday, July 24, 2023

NABIP's MISSION STATEMENT

NABIP advocates for our members, provides professional development and delivers resources to promote excellence.

Call to Order (*Eric Kohlsdorf*)

Eric called the meeting to order at ????

Roll Call (*Mychal Walker*)

Board of Trustees	Present	Guests	Present
President: Eric Kohlsdorf		Farren Baer – CXO	
President-Elect: Alycia Riedl		Annette Bechtold – Strategic Planning	
Vice Pres: Susan Rider		Bruce Benton – Governance Chair	
Treasurer: David Smith		Jeanna Gutierrez – DEI Chair	
Secretary: Mychal Walker		Becky Kanoza – Member Rec Chair	
Imm. Past Pres: Kelly Fristoe		Kelly Loussedes – SVP Public Relations	
CEO: Janet Trautwein		Illana Maze – CIO	
Region 1 VP: Michele Gentile	Absent	Dawn McFarland – Leadership Dev Ch	
Region 2 VP: Dave Mordo		Jennifer Murphy – CFO	
Region 3 VP: Cathy Cooper		Sam Nigro – LPRT Chair	
Region 4 VP: Shawnee Christenson	Absent	Sheila Prior – Mkt & Comm Chair	
Region 5 VP: Dave Sherrill		Brooke Willson – SVP Leadership Svcs	
Region 6 VP: Kevin Trokey			
Region 7 VP: Robert Tierney		Lou Reginelli, Member	
Region 8 VP: Stephanie Berger			
Leg Council Chair: Greg Stancil			
Mem Council Chair: Keith Wallace			
Prof Dev Council Chair: Suzy Alberts			

Acknowledgement of Antitrust Statement: (*Susan Rider*)

Associations are subject to strict scrutiny under antitrust laws because an association is, by its nature, a group of competitors joined together for a common business purpose. The antitrust laws require companies to make certain decisions by themselves, not in conjunction with competitors. Therefore, associations and their members must proceed with extreme caution in certain areas of activity to insure against violation of the antitrust laws. Discussions of current or future prices or commissions and refusing to deal with or boycotting any insurance carrier are among a number of areas specifically prohibited by the anti-trust laws and will not be permitted in today's meeting.

A Quorum is present to conduct business, and everyone acknowledges they understand the Antitrust Statement.

Adoption the Agenda (*Eric Kohlsdorf*)

MOTION: ??? made the motion to adopt the agenda. ?? seconded.

DISCUSSION:

ACTION ON MOTION:

Board Meeting Minutes (*Eric Kohlsdorf*)

- June 23, 2023
- June 27, 2023

MOTION:

DISCUSSION:

ACTION ON MOTION:

ADM (*Eric Kohlsdorf*)

- Audit Results
- Suspension Discussion
- Communication to the Chapters
- Dues Revenue Projections from ADM Model – budget information
 - Explanation of how information as put together.
 - Spreadsheet with information.

NOTES:

MOTION:

DISCUSSION:

ACTION ON MOTION:

Financial Reports (*David Smith & Jennifer Murphy*)

- Financial Statements – June 2023
 - Professional Development Financial Statement – Course Detail
- Finance Committee Meeting Minutes – July 2023
- Financial Trends – June 2023
- 2024 Budget Timeline
- 2023 Budget Update
- Budget Meeting Location

NOTES:

MOTION: David Smith made the motion to accept the June 2023 financials. ??? seconded.

DISCUSSION:

ACTION ON MOTION:

Board Reports

- CEO Report (*Janet Trautwein*)

NOTES:

- RVP Report (*Robert Tierney*)

NOTES:

- Strategic Plan Update (*Annette Bechtold*)

NOTES:

Committee Reports

- Professional Development Council (*Suzy Alberts*)

NOTES:

- Membership Council Report & Numbers (*Keith Wallace*)
 - New Member Orientation Hot Sheet
 - Membership Chair Hot Sheet

NOTES:

- Legislative Council (*Greg Stancil*)

NOTES:

- Board of Trustees Support (*Alycia Riedl*)

NOTES:

Old Business

- Communication & Marketing Committee

NOTES:

MOTION:

DISCUSSION:

ACTION ON MOTION:

New Business

- Education Foundation Update (*Eric Kohlsdorf*)

NOTES:

Motion for Adjournment of Board Meeting

MOTION: ??? made the motion to adjourn the meeting. ?? seconded.

DISCUSSION:

ACTION ON MOTION:

The meeting adjourned at ????