



Secretary's Guide

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Secretary

A good Secretary is an important asset to any Club. He or she is responsible for keeping accurate records of the proceedings of the Club.

Duties

Keep Club records

Keep Club records and minutes of all business sessions. Normally, the business of the Club will be conducted at Board meetings. The Secretary is responsible for keeping the Club policy manual up to date (sample available from headquarters).

Maintain mailing/email list

Don't forget to include the Federation Executive Director on your Club mailing list.

Mail/Email meeting notices

Prepare and mail/email all notices of Club and Board meetings (unless other arrangements are made). Some Clubs use newsletters to announce meetings and programs in advance. A telephone committee system and Facebook posts are other ways to notify members of meetings.

Maintain the Club scrapbook

News clippings and other items relating to Club activities will provide a good history of the Club (some Clubs have a Historian or scrapbook chair). Remember to also post your photos on Facebook and on your Club webpages.

Prepare membership roster

Prepare at least annually, by April 1, a roster of members (seek the aid of the Club Treasurer, or membership chair, who should be maintaining a current file of all paid up members).

Handle correspondence

Handle correspondence; share pertinent correspondence with the Club or Board as appropriate.

Provide informational materials

See that Pachyderm information, such as the informational brochure, membership applications, and newsletters are on hand at each Club meeting. Some Clubs have a display table of this material, as well as political educational material.

Transition office records

Deliver to successor, unless directed otherwise by the Board, all records pertaining to his office.

Maintain liaison with the Federation

Keep the Club informed on Federation matters involving Club news and informational material available. Forward Federation reports as requested. For example, notify the Federation Executive Director immediately upon the election of new officers, upon filling of a vacancy on the Club Board, or when address or other corrections are due on the Club roster.



Communications

We need your help to improve our communications and the sharing of information that can benefit all Clubs.

As with any organization, our publications have the main purpose of keeping our Club leaders and members informed. The left hand needs to know what the right hand is doing. The successes of one Club can be shared with other Clubs and this is important for improving our Clubs, and in turn, the benefit for our members.

As Club Secretary, unless someone else in your Club has been assigned the task, you should serve as a news reporter for the National Pachyderm Newsletter. Some of the news you forward may be used in our Pachyderm Leaders Bulletins. These bulletins are distributed primarily to Club officers. In most Clubs, the Secretary is responsible for maintaining the Club's scrapbook. The Club's scrapbook is a history of the Club's activities and becomes a historical reference for new Club leaders and other members. The scrapbook should be brought along to Federation Board meetings and conferences as another source of information to be shared among Clubs. Recommended scrapbook size, suitable for a bookshelf, is no larger than 12" H x 11" W.



Note

Do not delay sending in your Secretary's Report because you do not have a form. Send in the information on a plain sheet. Reports are due on the fifth of every month.

Please forward the Secretary's Report form by the 5th of each month. Please contact Pachyderm headquarters if you have any questions. Feel free to submit a report via email to hlintner@pachyderms.org (no need to use the form).

Each Club should have (no later than Feb. 1) an annual calendar listing all major events/functions for the year. This is valuable for new officers and members, who may not know the traditions of the Club.

Secretary
Leadership Materials

- *Secretary's Report*
- *Club Leadership Roster*
- *Monthly Checklist*
- *Club Achievement Survey*

Directory of Headquarters' Services

Club Supplies

Club supplies, individual member's supplies, award supplies, and political education materials are available from Pachyderm Headquarters. An updated supplies catalog can be found on the website.

Club Officer Training

Club workshop guides for officer training are available from the Pachyderm Headquarters. State Federation and National Regional Directors also will assist with the training of Club Officers. Additional training may be provided via telephone consultation. Club Presidents are also invited to quarterly Club President phone conferences.

Political Education

Political campaign workshop guides and various handouts on political education are available from the National Headquarters and will soon be available on our website.

Club Formation

The latest copy of the Club Start Guide and other pertinent information is available.

Membership Rosters and Database Information

Periodic computer generated membership rosters are provided to all State Federation and Club Treasurers.

Pachyderm Affinity Merchandise

Pins, pens, bookmarks, desk flags, paperweights and other Pachyderm items are available for purchase through Pachyderm Headquarters. Look for new merchandise and a new online store coming this year.

Website Templates and Hosting

National Pachyderm will provide, at no charge to local Pachyderm Clubs, website templates and hosting services.

Club Member Survey

Name (optional) _____ Date _____

To maintain the strength of our Club, become better acquainted and learn more about your interests, please complete this survey. Results will be printed in the Club newsletter and used to improve the Club.

1. Rate this year's programs (5 is highest, circle one): 1 2 3 4 5
How can programs be improved? _____

2. Please list two programs or speakers you would like to have: _____

3. Rate the Club newsletter (5 is highest, circle one): 1 2 3 4 5
How can it be improved? _____

4. Rate the Club Website (5 is highest, circle one): 1 2 3 4 5
How can it be improved? _____

5. Do our meetings meet the description of "Fun, Fellowship, and Program"? Yes No
6. How can meetings be improved? _____

7. Do you favor a Club social event? Yes No
If yes, what type? _____
8. What things do you like most about the Club? _____

9. What things do you like least about the Club?

10. Please add any additional comments: _____



Secretary's Report

Pachyderm Club: _____

Date: _____

Submitted by: _____

1. CLUB PROGRAM HIGHLIGHTS

Report activities, programs, speakers, topics discussed and other pertinent information from your Club meetings this month.

2. MISCELLANEOUS INFORMATION

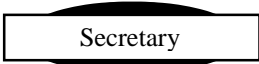
Report upcoming events, Club news, such as vacancies filled or changes to your Club's Board, achievements of individual Pachyderm members or Club officers, or any other items of interest

3. ATTENDANCE

Approximate number in attendance at meetings: _____

Note: Secretaries reports may be submitted via email, mail, fax, etc. The form above is just an example of the format. No need to use the form if it is not convenient. Just answer the questions above. Reports may be written or typed (using form or not). Use the reverse side or additional sheets if needed. Attach a copy of your local newsletter, news clips or photos that might be a source of news for other Pachyderm publications. List any comments or suggestions desired. Please place Pachyderm Headquarters on your mailing list for Club newsletters.

Report is due before the fifth of the month. Timely remittance is most important!
NFPC • P.O. Box 1295 • Cape Girardeau, MO 63702-1295 • (888)-GOPACHY



Club Leadership Roster

Please use this form for handwritten reports.
Otherwise, an electronic spreadsheet detailing the
information below is preferred.
Feel free to submit electronically or via postal mail.

Officers (for term _____)

Club Data

Club Name: _____

Meeting Date/Time/Place: _____

Annual Dues _____

President

Address _____

City/State/Zip _____

Home Phone (_____) _____ Office Phone (_____) _____

Fax (_____) _____ E-Mail _____

Vice President

Address _____

City/State/Zip _____

Home Phone (_____) _____ Office Phone (_____) _____

Fax (_____) _____ E-Mail _____

Sergeant-At-Arms

Address _____

City/State/Zip _____

Home Phone (_____) _____ Office Phone (_____) _____

Fax (_____) _____ E-Mail _____

Secretary

Address _____

City/State/Zip _____

Home Phone (_____) _____ Office Phone (_____) _____

Fax (_____) _____ E-Mail _____

Treasurer

Address _____

City/State/Zip _____

Home Phone (_____) _____ Office Phone (_____) _____

Fax (_____) _____ E-Mail _____

Ex-Officio

Address _____

City/State/Zip _____

Home Phone (_____) _____ Office Phone (_____) _____

Fax (_____) _____ E-Mail _____

Club Leadership Roster (continued)

Directors (for term _____)

Name _____
 Address _____
 City/State/Zip _____
 Home Phone (____) _____ Office Phone (____) _____
 Fax (____) _____ E-Mail _____

Name _____
 Address _____
 City/State/Zip _____
 Home Phone (____) _____ Office Phone (____) _____
 Fax (____) _____ E-Mail _____

Name _____
 Address _____
 City/State/Zip _____
 Home Phone (____) _____ Office Phone (____) _____
 Fax (____) _____ E-Mail _____

Name _____
 Address _____
 City/State/Zip _____
 Home Phone (____) _____ Office Phone (____) _____
 Fax (____) _____ E-Mail _____

Committee Chairpersons

Programs _____ Historian
 Club Extension _____ Political Ed
 Awards _____ Membership
 Fundraising _____ PR
 NP Reporter _____ Special Events

Note: NP Reporter may be Club Secretary. Secretary is responsible for sending roster updates to Headquarters.

Submitted by _____ Date _____

Send to: NFPC • P.O. Box 1295 • Cape Girardeau, MO 63702-1295 • (888)-GOPACHY
 hlintner@pachyderms.org





Monthly Secretary Checklist

Submit the following to National Headquarters:

- 1) Your Club's monthly newsletter
- 2) Secretary's report (by the fifteenth of each month)
- 3) Changes in leadership (as they occur)
- 4) Forward a copy of your Club's Board meeting minutes
- 5) Completed Club Achievement Survey (in December)

NATIONAL HEADQUARTERS

P.O. Box 1295
Cape Girardeau, MO 63702-1295
hintner@pachyderms.org

Reminders:

- Make your Club's Internet Committee aware of any changes that need to be posted.
- Keep a copy of any publicity that your Club generates for use in your Scrapbook.

Duties of the Club Secretary:

From Standard Club Bylaws Article VII Section 4

The Secretary shall keep all records and minutes of meetings of the Club and Board of Directors and perform other duties as may be delegated by the Board of Directors.



Club Survey Report

Club Name: _____ For Club Year: _____

Submit Survey to National Headquarters at P.O. Box 1295 Cape Girardeau, MO 63702-1295 or hlintner@pachyderms.org each year in December. The Information from this survey will be a major factor in determining Club awards at the next Pachyderm National Biennial Conference.

1. This Club meets: Weekly Bi-weekly Monthly Other
If other, when? _____
2. Estimated Average Attendance at Club meetings: _____
3. How many Board meetings were held this year? _____
4. During the year covered by this report, has your Club:
 - A. Held a new member orientation session Yes No
If yes, how many? _____
 - B. Sponsored a new Club? Yes No
New Club Location(s) _____
 - C. Participated in any Club Officer's workshops or training? Yes No
(List on reverse side or separate sheet)
 - D. Conducted a membership drive? Yes No
 - E. Sponsored any special projects or events? (Float in a parade, charity events, etc. Explain on reverse or separate sheets) Yes No
 - F. Sponsored a political campaign workshop? Yes No
If yes, yow many? _____
 - G. Manned a literature table or other Pachyderm promotion activity at a state or regional function? Yes No
 - H. Contributed funds for candidate, events, etc.? Yes No
(List on reverse side or separate sheet. Show dollar amount, estimate if actual not available)
5. How many candidates for public office came from your membership in this year's elections?
(List members and office sought on reverse side or separate sheet)
6. What awards did your Club present this year? (List on reverse or separate sheet)
7. Include with this sheet and other information that may help to show your Club's achievements.

Prepared by _____ Date _____.

Awards Nomination Process

National Awards

The National Federation of Pachyderm Clubs has a multi level awards system designed to recognize excellence both within the membership and the organization itself. Once every two years, the National Federation convenes in a nationwide conference and bestows a series of awards to recognize attributes such as Club growth, Newsletter quality, website excellence, Club scrapbooks, community involvement and Club leadership. Recipients of these awards are selected by the National Awards committee based on materials submitted to the National Federation Headquarters throughout the year.

In addition to these “Club” awards, the National Federation is also empowered to bestow one “Tough Tusk Award” and two Meritorious Service Awards per year. These awards are designed to recognize the contributions of individual members to the National Federation. The recipients of these awards are also chosen by the National Awards committee, but the nominations come from the individual members, Clubs and State Federations using the forms on Page 6-13 and 6-14, or fillable forms, which can be submitted electronically that can be found on the website. Any member in good standing can make a nomination for either of these awards at any time. All nominations that are received will be forwarded to the National Awards Committee for consideration at the next National Conference. A very prestigious award, The George W. Parker Founder’s Award, has been given out twice since the founding of the National Federation of Pachyderms. The recipients are George W. Parker, Pachyderm Founder, and Joe Briggs, who served as National President for 10 years.

Local Club Awards

Just as the National Federation can award members for excellence, each individual Club can as well. Once each year, usually at the installation banquet, your local Club can request permission to bestow a single Tough Tusk Award and one or more Meritorious Service Awards. The number of meritorious service awards that can be given varies with the size of the Club, but no Club may nominate more than 5% of their membership for an award in any year. Clubs should limit the number of these awards bestowed in order to retain the significance of the award.

At least three months prior to the annual banquet, each Club President should appoint an awards committee. It is recommended that this committee be made up of prior award winners if possible. This committee should then announce to the membership that it is seeking nominations for awards and distribute copies of the nomination forms found on pages 6-13 & 6-14. Once the membership has had adequate opportunity to make nominations, the awards committee should review all of the nominations and make their recommendations for awards. These recommendations are then forwarded along with the Nomination forms to the National Headquarters for processing.

The recommendations will be reviewed at National Headquarters and the awards will be ordered and shipped to your Awards Committee Chair. The Club will be billed for the cost of awards plus shipping. The current costs can be found in the Club supply catalog in the back of this manual. All “Tough Tusk” and “Meritorious Service” awards must be authorized by the National Office. Local Clubs are not allowed to create their own versions of these awards. Clubs are free, however, to modify the “Certificate of Appreciation” found on page 6-17 for local use.

By the controlling the issuance of the “Tough Tusk” and “Meritorious Service” awards, we can insure that the awards are given in a consistent manner and that they are not cheapened through their use as tokens of favor. In fairness to all of the Pachyderms who have received these awards over the years, we must keep the standards very high for the bestowing of these awards.

Tough Tusk Award

Nomination Form

Note: The Awards Order form needs to accompany this form

Award Level: Club State National

Eligibility: Any Pachyderm member in good standing

- Criteria:
- A. Outstanding citizenship in the field of political & governmental affairs
 - B. Service or contributions made towards community improvement or other civic activities for the good of the community, state or nation
 - C. Consideration of nominee's honors, awards, and other recognition received for previous undertakings

Nominee Information

Name _____ Spouse's Name _____

Address _____

City/State/Zip _____ Phone (_____) _____

Employment Background _____

Education: High School _____

College (degree, date) _____

Military Service (branch, service dates, rank) _____

Organizational memberships and offices (civic, political, etc.) _____

Honors, awards and other recognitions _____

Additional Information

Using the reverse side of this sheet or an attached sheet, please explain any service or contributions made by the nominee towards community improvement or other civic activities for the good of the community, state or nation.

Return this completed form to the Club Secretary or Awards Committee chair for local review. Applications approved at the Club level are then to be forwarded to the National Headquarters

Return by (date) _____ Ship to Name _____

Club _____ Ship to Address _____

Submitted by _____ Phone / Email _____

Date to be awarded _____





Meritorious Service Award

Nomination Form

Note: An Awards order form needs to accompany this form.

Award Level: Club State National

Eligibility: Any Pachyderm member in good standing

- Criteria:
- A. Members who have exhibited special devotion to the Club over long periods.
 - B. Members who have contributed exceptional service to the Club or party over shorter periods.
 - C. Club members who have performed exceptional service outside the organization which has brought honor and notoriety to the organization.

Nominee Information

Name _____ Spouse's Name _____

Address _____

City/State/Zip _____ Phone (_____) _____

Employment Background _____

Education: High School _____

College (degree, date) _____

Military Service (branch, service dates, rank) _____

Organizational memberships and offices (civic, political, etc.) _____

Honors, awards and other recognitions _____

Additional Information: Using the reverse side of this sheet or an attached sheet, please explain any service or contributions made by the nominee towards community improvement or other civic activities for the good of the community, state or nation.

Return this completed form to the Club Secretary or Awards Committee chair for local review. Applications approved at the Club level are then to be forwarded to the National Headquarters

Club _____ Date to be awarded _____

Submitted by _____ Phone / Email _____





NATIONAL FEDERATION OF
Pachyderm Clubs

P.O. Box 1295 Cape Girardeau, MO 63702-1295
Phone (888)467-2249 or (636)720-3450
hlintner@pachyderms.org

AWARDS ORDER FORM

Award Level: Local State Federation National Federation

Award Design: Tough Tusk Meritorious Service Past President

INFORMATION TO BE ENGRAVED:

Name:

Club Name:

Date on Plaque:

DELIVERY INFORMATION:

Date to be delivered:

Delivery Address:

Overnight shipping approved if necessary:

Date Ordered:



Do State and National Programs Require State and National Organizations?

— Washington Post columnist David S. Broder said. ‘To be strong and responsible, our parties must be representative; and they can be no more representative than our participation allows. Millions more of us need to get into partisan political activity-’

— Do you know of any positive programs sponsored by any major political organization to obtain and educate or train future political leaders? Any program, for example, to compare with American Legion Boy’s and Girl’s State or Rotary Club’s International Student Exchange program?

— Do you know of any positive program to counteract all the negativity about politics? Politics is dirty: politicians are all crooks! Is this based on myth and lack of knowledge of our system?

— Some of our outstanding achievers, some of our best citizens will contribute a thousand dollars to a governor candidate, yet are never seen at a party function. WHY? Because they are above politics! We all have an equal vote, which makes us all equally responsible for our government at every level. None of us are ‘above politics’, we are all in this boat together. We need some of our best achievers participating in political affairs, helping to obtain better candidates and helping to solve the problems of the day.

— In an average sized county, if we have 3 or 4 political party Clubs, this seems normal. Yet, there may be 150 or 200 other Clubs in the same area (civic Clubs, veterans groups, and a PTA chapter in every school)... Only a few political Clubs means only a few people are obtaining face to face news from their party leaders unfiltered by the media.

We believe that the National Pachyderm Club movement, copying the successful civic Club format, has a great potential for increasing citizen participation and for improving American politics in general. Local Clubs are the backbone, but experience shows that they must usually be associated with a state or national organization to accomplish programs on a nationwide scale.

“Free government requires active citizens.”

- Pachyderm Motto

