

CS Society

End of Term Report

Ashley George (Secretary, Fall 2005)

January 16th, 2006

1 Personal

Name: Ashley George

Position: Secretary

Term: Fall 2005

2 Contribution to the Society

The essential duty of the secretary is to record the minutes at each of the meetings of the society. I also aided in generally maintaining a presence on campus. I especially tried to make students' lives easier by solving problems for them and helping them to feel welcome in the faculty by introducing them to others or informing them of services.

3 Achievements towards the Advancement or Improvement of the Society

During this term, I personally aided in the planning and execution of the Graduate and Undergraduate orientations, spearheaded by Haewon Chung. I also played a part in supporting the barbeque events during the early and late summer, going into the fall term.

I introduced a constitutional modification (intended to restrict voting to popularly elected members) to the election process during our preparations for a referendum in the new term.

4 Areas for Improvement

I could have filled out the minutes in a timely manner. They accumulated toward the end of the term as I became busier with my own projects.

5 Suggestions for Incoming Students

When you are recording the minutes for a meeting, feel free to ask people to stop, slow down or repeat themselves as necessary so that you record all the salient points, such as the accurate wording of a motion as well as the first and second for that motion.

If you find yourself participating in a discussion, ensure that you return to recording the minutes in a timely manner. This, by far, was the greatest source of error in my recorded notes.

Finally, don't let recorded minutes accumulate. I recommend formatting the minutes for online presentation within a couple of days of the meeting at which you recorded them.

Learn how the society works. Read reports by other members, learn how the other jobs are performed and what is required of other society members. Try reading Robert's Rules at least briefly: it contains an obscure chunk of our constitution.