

End of Term Report for the CSS Secretary, Summer 2007

Hello.

If you're reading this, you're probably now the secretary of the Computer Science Society. The CSSS one might say. This report is designed primarily to give you some sort of idea as to what you can do as secretary, and how to do it.

First, I strongly recommend you read the fall 2006 report of the secretary, which thoroughly outlines the duties of the position, offers some helpful tips on performing them, and gives a top notch template for taking minutes. Having done that, you may continue.

During the summer, my duties initially centered around taking notes. This required that I attend each and every meeting, and remain there for the entirety of it. I tended to focus on the general outcome of the debate rather than the particulars, indicating what consensus the council finally reached, and noting the nature of dissenting opinions if there were any (which was rare). I endeavored to keep the minutes short and to the point. Although the minutes were sometimes delivered only on short notice, I did manage to get them out before the next meeting in all cases, and found that the best way to ensure this was to use a laptop, and email them to the council immediately following each meeting.

Unfortunately, it seems no matter which format one opts to distribute the minutes in, someone will be unhappy. Pdfs work fine for most people though, and you can use plain text in a pinch.

That more or less covers the minutes. In the latter half of the term, after our social rep resigned, I began organizing events, including a popular and enjoyable Starcraft tournament, and a paintball outing. I also organized an order of business cards for society members. These duties were more enjoyable, and I recommend that future secretaries augment their work by helping the social rep. This is particularly true if council persists in requiring weekly geekbeers, which are likely to leave the social rep unable or unwilling to organize non-alcoholic events.

John A. Doucette
Secretary, Dal CSS.