

# **CS Society**

## **End of Term Report**

### **‘Tokunbo Makanju**

### **Secretary Winter 2006**

*April 7<sup>th</sup>, 2006*

#### **1. Personal**

Name: ‘Tokunbo Makanju

Position: Secretary

Term: Winter 2006

#### **2. Duties**

- Record the minutes of council meetings.
- Ensure the minutes are ready for review and approval by the next scheduled meeting of the CS Society council
- Maintain an accurate file of the meeting minutes

#### **3. Contributions to society during the term**

Outside of my regular duties to society I was involved in the following activities for society during the course of the term

- Re-organisation of the InfoDesk
- Drafting of InfoDesk Management Policies
- Drafting Bar Management Policies
- Drafting of Amendments to the constitution
- Preparing the initial draft of the amended constitution

#### **4. CS Constitution**

- Copies of the old and new CS constitution are available on the CS society website
- The new CS constitution was drafted and approved by the winter council but will not be in force until a referendum is conducted
- The bye-laws of the new constitution are however in force and supercede the bye laws in the old constitution.

#### **4. Suggestions**

To make the work of the secretary easier I would recommend the purchase of a recording device to allow the proceedings of the minutes to be recorded. This will allow the proceedings to be reviewed later in case anything was missed.

The chair of the meeting must strive harder to ensure adherence to decorum and rules during meetings. Having too many people interrupting speakers during meetings makes it difficult to keep up to speed while recording the minutes.

The old Society website went down this term and most of old records of society were lost in the process. This means that we need to provide an alternate location of the meeting minutes to be posted so that all students of the society can view them. We also need to ensure that we have a backup of all documents posted to the web so that we don't lose them again.

## **5. Advice to Incoming Secretary**

- Familiarise yourself with Robert's rules
- Feel free to interrupt speakers during meetings to either clarify what they have said or ask them to slow down if their speech is faster than you can keep up with.
- Try to always get the minutes of the last meeting ready for the next meeting and ensure they are adopted during the minutes. The meeting minutes are not official until they are adopted by the council
- All meeting minutes should be posted on CS Society website as soon as they are approved.