



Association of Residence Halls
Hall Council Executive Board Positions
Secretary

What are my duties as Secretary?

Your duties are important to the cross-communication system of the Hall Council and Residence Halls:

- To keep accurate minutes of each meeting and distribute them before the next regularly scheduled meeting.
- To keep accurate attendance records of all Hall Council assemblies.
- To handle correspondence on behalf of your Hall Council.
- To vote.

What do I do at the Hall Council General Assemblies?

Besides the obvious task of keeping detailed minutes in regards to the content of the meeting you should take attendance of the number of people from each floor. You can even make a contest by having the highest percentage (not number of individuals) of floor attendees receive some sort of reward every so often (time span is up to you and the board). The floor has often been rewarded with a mini-breakfast buffet, primarily doughnuts and orange juice, pizza, t-shirts, and so on and so forth.

How can I spread the word on what is going on within my Hall Council?

Every Hall Council has a board stationed in the lobbies of their respective hall. The usage of this board is entirely up to the Council and is an excellent place to put up minutes and other information regarding the Hall Council and ARH. You can also have your own version of Halls in the Stalls put up throughout your building. If you need a template to work off of, please contact the ARH Publicist Jordan Aschwege at jaschwege@bradley.edu.

But if you have any questions in regards to your secretarial duties please contact ARH Secretary Allison Edwards (aedwards@bradley.edu).