



## ***Better Meetings — Happier Members***

**Free Virtual Workshop Presented by:  
The Michigan State Association of Parliamentarians**

**Tuesday, February 20, 2024  
7- 8 PM Eastern Standard Time  
Via Zoom**

**[Click Here for Online Registration](#)**

### **The Secretary's Snags and Snafus**

**Presented by  
Carol Prahinski, RP**

**At this workshop you'll learn:**

- **Secretary's Role and Responsibilities**
- **Minutes Dos and Don'ts**
- **Minutes Approval Committees**
- **Managing Organizational Culture**
- **The Joys of Being the Secretary**

**References are to *Robert's Rules of Order Newly Revised*,  
12<sup>th</sup> Edition.**

A recording will be available to registrants on request for one month.  
Email [michiganparliamentarians@gmail.com](mailto:michiganparliamentarians@gmail.com) to receive the link to the recording.



**There is NO Registration fee.**

**This series is offered as a gift to Michiganders and others who prefer to attend meetings that are courteous and productive. Presenters are members of the Michigan State Association of Parliamentarians.**

**For additional information or questions on registration, contact: Jacalyn Shelton Wallace, RP,  
Education Committee Chair at [jacwen26@gmail.com](mailto:jacwen26@gmail.com).**