

Keeping a Position Notebook or Electronic File

Even someone with an infallible memory or one who organizes duties efficiently by making lists will need to keep a file of information and documents. A file keeps records at fingertips, and it will be an invaluable aid to a successor.

At the end of a term of office, personal notes and any records more than three years old should be discarded. *The Women's Ministry Manual*, History of the Chapter, and information of historical value should be kept. These are usually kept by the President and/or Administrative Coordinator.

Officers:

The President and Administrative Coordinator keep almost identical files, although they may agree on certain items to be kept by one person when duplicates are not needed.

Electronic Files are preferred, so long as regular back-ups to CDs are made, and information is not lost. Hardcopies of important documents are necessary to ensure preservation. A possible folder system is given below:

- After Action Reports
- Budget and Fund Requests
- Newsletters
- Ministry Team Reports
- History of the Local PWOC
- Local PWOC Constitution
(if applicable)
- Correspondence
- Meeting Notes/Minutes
(taken at board meetings)
- Meeting Notes/Minutes
(taken at special meetings)
- Retreats
- Directories
- Programs
- Next Meeting
- Conferences
- Parish Council Reports
- Quarterly Reports
- Women's Ministry Manual
- Scrapbooks or Photo Albums
- Other files may be included as needed, i.e. files for special events, etc.