



## **Secretary’s Quiz**

Rev. 05/17/17

**T**   **F**

1. ( ) ( ) A Secretary must be a dedicated Elk and be experienced with office work and have computer skills.
2. ( ) ( ) A Lodge must provide an office or cabinets, files, safe and desk, which should be locked, with the Secretary and Exalted Ruler having the only keys.
3. ( ) ( ) It is the duty of the Secretary to maintain the Lodge membership tracking and reporting records by use of the CLMS program
4. ( ) ( ) It is recommended that the Secretary write the minutes of a Lodge meeting as the meeting progresses, to be sure all the information is recorded correctly.
5. ( ) ( ) The Secretary receives all monies due to the Lodge and turns them over to the Treasurer.
6. ( ) ( ) The Secretary does not have to make annual reports to the Lodge regarding the transactions of the office.
7. ( ) ( ) With the use of CLMS, it is not necessary for the Secretary to keep a Cash book.
8. ( ) ( ) The Lodge Secretary prepares a Forum Box each June and December holding the names of all Lodge Members.



## **Secretary’s Quiz - continued**

Rev. 05/17/17

### **T   F**

9. ( ) ( ) The Secretary needs to keep a complete reference library in the Lodge office.
  
10. ( ) ( ) The Grand Lodge website features a comprehensive resource center for local Lodge Secretaries.
  
11. ( ) ( ) There is a private, Lodge Secretaries-only message board where they can discuss the trials and tribulations of the office and get quick answers to administrative questions.
  
12. ( ) ( ) A Lodge Secretary may appoint a Cyber-Assistant to assist with the responsibility of a “Virtual Home Page”.
  
13. ( ) ( ) The Secretary does not have to attend District Deputy Clinics.
  
14. ( ) ( ) All Lodge records should be open for inspection by a Member at all reasonable times.
  
15. ( ) ( ) The Secretary and the Exalted Ruler are responsible for making sure all Lodge Members are informed of all statutory changes made at Grand Lodge, as these affect their rights and duties of membership.