



THE CHALLENGES FACED BY SECRETARIES COVERING MEETING IN FEDERAL POLYTECHNIC BALI

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ABSTRACT

This study takes a critical look at the challenges faced by secretaries in covering meeting .it also tried to show the planning arranging executing a proposed meeting it explained the notice of meeting, challenge faced by secretaries before during and after meeting . It also reviewed related literatures; showed methodology used for

Introduction

Naturally in a business organization it is the secretary that is the first to be contacted between the organization on one hand and the outside world on the other hand. This may be through telephone or through letter composed mainly by a secretary. The secretary is an important officer in any establishment, the secretary contributes or effectiveness can either enhance or diminish the efficiency of an organization.

This study is to examine challenges faced by secretaries at covering meeting in Federal Polytechnic Bali. A secretary is a personal assistant, Administrative Assistant or is a person whose works consist of supporting management including executive using variety of project management or organization skills. These functions may be entirely carry out to assist one another or may be for the benefit of more than one .In other situation, a secretary is an officer of a society or organization who deals with correspondents Admit New members and organizes official meeting and events.



The research may look into the challenges faced by secretaries in covering meeting at Federal Polytechnic Bali. These include the steps involved in organizing, planning, conducting a successful meeting, or during the meeting or after the meeting, and some necessary arrangements. A secretary may manage all the administrative details of running high-level meetings. Often, executives will ask their secretaries to take the minutes of meetings and prepare meeting documents for review in Federal Polytechnic Bali. The origin of secretaries since the Renaissance until the late 19th century mainly involved in daily correspondents.

Statement of Problems

Secretaries face problems of planning, arranging, and executing a proposed meeting. If the meeting is going to be successful, it is in the light of the above problems that the researchers took interest in this topic and of this nature in order to put record straight in the challenges faced by secretaries in covering meetings either before, during, and after the meeting in Federal Polytechnic Bali.

Purpose of Study

The major purpose of the study is to examine the challenges faced by secretaries at covering meetings in Federal Polytechnic Bali. The specific purpose of this study is:

collection of data, analyzed this data, and gives a befitting conclusion. The research design for the study was survey research design, which includes secretaries of Federal Polytechnic Bali. The secretaries need to know how to plan, arrange, and execute a proposed meeting. Many of the secretaries and senior staff of Federal Polytechnic Bali agreed that, in order to conduct meetings effectively and efficiently, there must be a chairman, secretary to pilot the affairs of the meeting from the beginning to the end,

Keywords: secretary, meeting, secretary/meeting categories, procedures and Agenda.



- I. To examine the procedures used by the secretaries in covering meeting in Federal Polytechnic Bali
- II. To find out challenges Faced by the secretaries before, during and after the meeting.
- III. To determine the extend secretaries plan, arranges and execute a proposed meeting.

Research Questions

The following research question was formulated as follows:

- I. What are the procedures used by secretaries in covering meeting in Federal Polytechnic Bali
- II. What are the challenges faced by secretaries before, during and after meeting?
- III. What are the Secretaries determine to plan, arrange and execute a proposed meeting?

Significance of the Study

On completion of this research, the work will be of importance because it will serve as a reference material to both students and staff who may conduct research work on the subject matter.

It will further help prospective secretaries to better understand the challenges faced by secretaries in covering meetings and to know some of the challenges face the secretaries before during and after meeting.

Method of the Study

The data collected for this study was analyzed using percentage method to analyze the data collected. Questionnaire was used by the researcher and some ready-made materials for data collection.

Meaning and Categories of Secretaries

There are different ways of defininig a secreatry the secretary is an important officer in an organization or establishment the contribution and effectiveness of secretary can either enhance or diminish the efficiency of any organization.



Onasanya (2010) defines a secretary as a person that combining shorthand and typewriting skills with a sound knowledge of secretarial duties.

He huge alter that a competent secretary is a dispensable alter of the boss Harrison. (2010) defined a secretary as a person that attain to the director office and carried on in according with the requirement of the organization.

A secretary is a custodian of information or a model of modesty who has the knowledge of other related business subject generally one who find that secretaries as Assistance to people who have execution position and responsibilities. In dictating secretaries take the correspondence and report that explain policy and decision to other He/She maintain files if proceeding mode or the service rendered he /she gather informaton needed by the executive he/she gives message by telephone and pass it to other executive and customers.

In the past the secretaries was refered to as a person who type manuscript only there was distinction drawn between the secretaries and the typist. But now the secretary is a person who possessed both executive and personal attribute in managing the affairs of any organization objectives.

This paper define a secretary as a person who keeps records, takes notes and handles general clerical activities in an office or organization. Secretary is an office assistant who handles business correspondence and clerical work for a boss, is a person whom confidetail or secretary is entrusted.

Categories of Secretaries

According to Chagyedani (2012) the followings are different categories of secretaries which are:

Executive secretaries, Personal secretaries, Confidential Secretaries, Administrative secretaries, Correspondences secretaries, Bilingual or multilingual secretaries, Medical technical secretaries and Education secretaries

Executive Secretaries: Chagyedani (2012) employers duties go beyond stenographer's work (taking dictation) and to work without supervision and be able to relieve her boss of many routine tasks she should know



the level of management of which the boss functions and be able to interact accurately and effectively with pleasant personality.

Personal Secretaries: Harrison (2010) state that this categories of secretary must have business and personal attributes and possess good basic training in shorthand and typewriter (keyboarding) secretaries duties as well as initiatives punctuality conscientiousness and willingness discretion tact and diplomacy. She is usually responsible for a certain amount his/her employer routine work.

Confidential Secretaries: One who aspires to the position of personal secretaries is an office worker who must be qualified for the work post skills in shorthand and keyboarding with a good command of English Language. Shorthand and keyboarding should also have knowledge of office administration, be computer literate and also be able to handle other office duties as may be assigned to her.

Administrative Secretaries: One who handle correspondences record of business transaction and assume responsibilities such as administrative procedure of organization fulfill set goals. She is not involved in secretarial duties does not possess secretarial skills of shorthand and typing. It is for university graduate in human and social science could serve multipurpose diplomat psychologist business owner researches and stocks observers etc.

Correspondence Secretaries: Process correspondences news types ported already type downiness editing etc.

Bilingual Multilingual Secretaries: This form of secretaries has the skills of shorthand typewriting and speaks fluently and write clearly correctly on foreign to languages Example: French Germany, Latin Spanish other than official Languages.

Medical Technical Secretaries: In addition to secretary skills work in Hospital pharmaceutical forms engineering outfit and familiar professional Jargons relating to work schedules.

Educational Secretaries: Work in public and private schools should have ability to meet and talk with different type of people public relation person teacher student parent representative of group of all kinds of stencils for examination new items for publications.



Duties of secretaries in an organization

Austin (2011) point out that there are various duties of secretaries which are under listed below

- i. Answering and making phone called: It is the duties of a secretaries to receive telephone called from customer and visitor in an office or organization because it is one of the most vital communication links in today office it simple direct person and immediate.
- ii. It is the duties of secretaries to send notice of meeting to every member at least 21 days before the meeting.
- iii. Prepare the agenda: It is the duties of the secretaries to prepare a detail agenda of the meeting after consultation with the executives.
- iv. It is the duties of a secretary to be punctual in the office or meeting that is to say that, a good secretary must be in the office or meeting earlier than the executives, the necessary bring out the outstanding matter his/her must also keep time for any appointment accepted.
- v. Keeping memory aids diaries planner cards and registers etc. it is the duty of good secretary to prepare appointment card, invitation correspondence cards plastic year planner, and register and it should be accompanied by any necessary files.

Secretary plays vital roles in an organization which cannot be overemphasized.

Meaning of Meeting and Types of Meeting

The meaning of meeting: Omotosho (2010) Argued the meeting are held so that people can share ideas express views on topic raised or offer suggestions or give solution to problem etc.

And this paper sees meeting, as a formal or informal gathering of an individuals to share or express some specific purpose to achieve a particular purpose.

Types of Meeting

1. **Formal meeting:** This is a meeting held or constitute according to the meeting is taking for reference purpose. This is the meeting where all necessary procedure must be followed



2. **Informal meeting:** They are organized without finding any known rules and regulation and minutes of such meeting are usually not kept. Informal meeting those not follow any rigid rules and regulation of the normal meeting procedures.
3. **Ad-Hoc committee meeting:** Harrison (2011) acquired that ad-hoc committee is a temporary meeting set up for the purpose of carrying a specific place of work for example, arranging a conference. The word “Ad-Hoc” means arranges for purpose “This Ad hoc” committee are sometime called **special purpose committees.**
4. **Sub committees meeting:** These are found when committee find out the assignment it has to deal with is very specialized and could waste the time of committee, then a Subcommittee is set aside to carry out the special assignment or some specific branch of its works. The committee aid must carry out such functions as they are delegated to it by committee and must report to the committee periodically.
5. **Executive meeting:** There are articulated to carry out the responsibilities for the actual management of an organization as it names imply it is the meeting organized for higher authority

The Procedures used By Secretaries in Convening Meeting in Federal Polytechnic Bali

Meeting Procedures: Harison (2010) In other to conduct a meeting effectively and efficiency there must be a chairman to pilot the affairs of the meeting from the beginning to the end. There must be also constitution governing the conduct of meeting, it is essential to take note of the development and challenges.

1. Matters which preceded the meeting example agenda and notice convening the meeting.
2. Matter which come up on the day of the day of the meeting example quorum, reading the minutes.
3. Matters which come after the meeting has taken place example writing of minutes or report proper.



Agenda: Agenda is a list of items to be discussed of the meeting. It is usually embodied in the notice covering the meeting the agenda must to reach all members before the date of the meeting to enable them study and prepare adequately the items listed on it.

Preparing an Agenda

The following serve as procedures for preparing an agenda which involve the chairman and the secretaries.

1. The items for the discussion are arranged in logical order.
2. Before the agenda is included in the notice the chairman must approve the items such as minute of previous meeting and any other business letter of apology.
3. The chairman agenda should be more detailed with sufficient space by the right hand side of the paper for necessary remarks.

Agenda and its Contents

1. Formal opening of the meeting
2. Reading and adaptation of the previous minutes
3. Matters arising there from
4. Reading of letter (If any)
5. Report (if any) treasure financial report
6. General business
7. Any other business (A.O.B)
8. Date of next meeting and closing

Notice meeting

The notice of meeting is any method of communication use to inform members that there will be meeting.

Notice must be given to all member who are entitle to attend so as to enable them now

1. There will be meeting
2. Where the meeting will be held.
3. When it will held



Notice is also essential because it also facilitate the formation of a quorum necessary to commence the meeting.

Speciment Notice of Meeting

Federal Polytechnic, Bali. Notice is hereby given that an extra-ordinary General meeting of the above company will be at the lecture theatre Federal Polytechnic, Bali permanent side on 5th August, 2021 Time: 10:30 am

AGENDA

1. Auditors report
2. Directors annual report
3. Election of directors
4. Any other business (A.O.B)
5. Date of next meeting/ adjournment

The following are important in a notice of company annual general meeting.

The name of the company, Type of the meeting example annual general meeting, Date, Time, Venue, Agenda, Signature

Recording of the Minutes

The recording of minutes usually takes the following:

1. Name of the organization, example: Federal Polytechnic, Bali.
2. Kind of meeting, example annual general meeting.
3. Place, Date and time of the meeting.
4. Name of those presents, if it is a small meeting.
5. Minutes of previous meeting.
6. Business of previous meeting.
7. Correspondence report.
8. Resolution passed.
9. Any other business.

It is advice that minutes be written immediately after the meeting and keep under lock and key by secretary. The recording is done in the past tense and in the third person.



Show of hands, Scroll ballot, Proxy, Division, Voice, Standing and Acquiescence

If every person in a meeting vote in favor of any motion it is described as carried unanimously or an motion. A vote is carried “(NTM COW)” if no people vote against a motion yet some fail to indicate whether they accept it or not.

Teller: A person who is appointed to count vote in a meeting they may be two, one counting the vote against the motion,

Voting: Is the method used to ascertained opinion of the house on any issues or matters debated before it.

Addendum: This is the types of amendment which adds words to motions.

Rider: This is addition to resolution usually in form of recommendation amendment is made before a motion is put to the vote.

Findings

- i. Many of the secretaries and senior staff of Federal Polytechnic Bali agreed that in other to conduct meeting effectively and efficiently there must be a chairman, secretary to pilot the affairs of the meeting from the beginning to the end.
- ii. Most of the secretaries and senior staff of Federal Polytechnic Bali agreed that matters which proceed in the meeting include agenda and notice of meeting.
- iii. It was also agreed that secretaries record all the default attendance who attended the meeting who did not attain, who came late and who left early in the meeting.
- iv. It was concur by both the secretaries and senior staff of Federal Polytechnic Bali that it is the duties of a secretaries to arrange for a meeting to be held with the sole permission from his/her employer
- v. It was agreed that secretaries plan for the venue where the meeting will be held and he/she prepare a material arrange venue for the meeting before it commence.



- vi. The secretaries and senior staff of Federal Polytechnic Bali believe that the minutes of last meeting is in he/she custody and not which must be read to the whole member before commencement of other matter activities in the meeting.
- vii. Most of the senior staff and secretaries in Federal Polytechnic Bali agreed that secretaries prepare and send out the notice of meeting and agenda to members in constitution with the chairman
- viii. Quite number of secretaries and senior staff of Federal Polytechnic Bali believe that during the meeting the secretary take down the notice of proceeding.

Conclusion

The conclusion drawn is entirely based on the finding on assessing the challenges faced by secretaries in covering meeting in Federal Polytechnic Bali. The researcher clarifies the instrument used for this researcher work was questionnaire and some ready-made materials for data collection. This will enable any person that go through the research work to know the challenges faced by secretaries at covering meeting in Federal Polytechnic Bali.

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