

A FINAL REPORT

**THE ROLE OF SECRETARY IN A MEETING: PLANNING,
CONDUCTING, CONCLUDING AT ADMINISTRATIVE
COOPERATION AFFAIRS - SURABAYA CITY GOVERNMENT**

**Presented in partial fulfillment of the requirement for the Diploma Degree
in English Language**



By

Meidy Chrisnanta

Student Number: 151511813046

Major: Business Communications

**ENGLISH DIPLOMA PROGRAM
FACULTY OF VOCATIONAL EDUCATION
UNIVERSITAS AIRLANGGA**

2018

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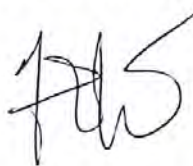
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Board of Examiners

Examiner I



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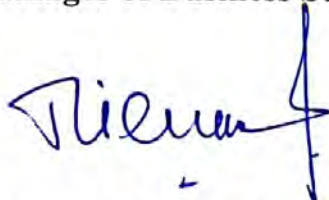
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STATEMENT OF ORIGINALITY

I, Meidy Chrisnanta (151511813046), honestly declare that the final report I wrote does not contain the works or parts of the works of other people, except those cited in the quotation and the references, as a scientific paper should.

Surabaya, 26 June 2018



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CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

Preparing meeting in the Administrative Cooperation Affairs divided into three steps; they are before, during, and after the meeting. There are so many things the secretary must do when the institution want to hold a meeting in Administrative Cooperation Affairs, such as: preparing the meeting agenda, setting up the meeting room, preparing the required documents, reminding the participants, welcoming members come, delivering of meeting point, writing a meeting minutes, and writing an official memorandum. Performing a secretary, the writer found some problems, especially in writing a meeting minute. For example, when the participants of the meeting are too fast in expressing their opinion, the writer cannot divide her concentration between summarizing and typing since her type skill is far beyond. To overcome such problem, the writer asks another staff to help summarizing while she was typing it.

Although there is no specific rules that must be followed in writing an effective meeting in Administrative Cooperation Affairs, there are several elements in the meeting minutes: name of organization or office; name of body conducting meeting; date, hour, and location; list of those present and those absent; reading of previous minutes; unfinished business; new business; date of next meeting; time adjournment; and signature of recorder. From those ten elements, there are several elements used in writing meeting minutes at Administrative Cooperation Affairs though they use different terms. However, some are not in use.