

SECRETARY'S WORKING AGENDA

Meeting of:

Date:

Location:

Hostess(es):

Called to order at: (Time) By:

Opening Ceremony:

Roll Call:

Guests:

Minutes from previous meeting:

Correspondence:

Treasurer's Report:

Reports:

Unfinished business:

New Business:

Announcements:

Program:

Adjournment at: (Time)

TIPS FOR RECORDING SECRETARIES

1. Work from an agenda.
The agenda can be a standard one similar to the one we have included.
Adapt the agenda to your chapter's needs.
2. Be sure to record all motions accurately.
If the motion is complicated, ask to have the motion written.
3. Record the minutes as soon as possible.
It is easier to be accurate when the meeting is still fresh in your mind.
4. Ask another chapter member to proof read your minutes for grammar and spelling errors and accuracy.
5. Minutes can be shared with members in several ways:
 - Printed prior to the meeting for distribution to members
 - Posted on a web page
 - Printed in chapter newsletter
 - Read at the meeting
6. Carefully file minutes for future reference.