TIPS FOR RECORDING SECRETARIES

1. Get the agenda before the meeting so you can prepare an outline for the order of business.

2. You cannot participate in the meeting and record minutes, too.

3. Don’t forget to record the time the meeting is called to order and when it is adjourned.

4. Record decisions and action items as they happen. If you do not understand exactly what decision has been made or what action has been assigned, ask the president to clarify.

5. Record all motions accurately. Note who makes the motion and who seconds it.

If the motion is complicated, ask to have the motion written.

6. Record the Minutes as soon as possible.

It is easier to be accurate when the meeting is still fresh in your mind.

7. The president approves all communications. Give the Minutes to the president to read and make additions or corrections. You may also ask another member to check the Minutes for grammar, spelling and accuracy. Once the Minutes of the previous meeting are approved, the president and recording secretary can sign and date them.

8. Minutes can be shared with members in several ways:

* printed prior to the meeting for distribution to members;
* posted in an email;
* printed in the chapter newsletter;
* read at the meeting.

9. File Minutes for future reference. If published electronically, make and file a printed copy, too. All Minutes are kept in a permanent chapter file.

10. Meeting Minutes are important. They are both historical and legal documents and may be used to:

* provide a written record of decisions and assigned actions;
* serve as reminders of what was decided and what needs to be done;
* provide reference material for future discussions on the same topic;
* provide a communication tool for women who were unable to attend the meeting.