



Secretary

Responsibilities:

- Sit at the front of the room with the President, facing the members.
- Assist the President and other officers in preparing meeting agendas.
- Keep a list of the members, call the roll, and record attendance at each meeting.
- Read the minutes of the previous meeting.
- Receive, read and answer all Club correspondence as directed by the President and members.
- Record the minutes of each meeting.
- Bring all correspondence, minutes and related records to each meeting in case these need to be referred to throughout the meeting.
- Call the meeting to order and preside until the election of a temporary chairperson, if the President and Vice-President are both absent.
- Use bold titles, bullets and spacing to organize minutes and make them more readable.

Minutes should contain the following:

- Name of club, committee or organization
- Date, place and type of meeting.
- Time of the call to order.
- Number of officers, members and guests present.
- Motion that the minutes of the last meeting were read and adopted.
- Statement of correspondence read and action taken.
- All motions with the names of the mover and seconder and the final decision of the group.

