

FORM FOR SECRETARIES TO USE AT CLUB MEETINGS

(A tool to help secretaries take notes at a meeting. This does NOT take the place of the Secretary's book. You may make copies of this form as needed.)

Name of Club _____ Date of Meeting _____

Place _____ Time _____

Flag pledge _____ Club pledge _____

Meeting called to order by _____

Roll call _____

Number of members present: _____ leaders _____ visitors = _____ total

Secretary's report given by _____ moved by _____ seconded _____
Vote _____

Treasurer's report given by _____ moved by _____ seconded _____
Vote _____

Unfinished Business:

Topic\subject _____

Action-motion by _____ seconded _____

Vote _____

Discussion _____

Topic\subject _____

Action-motion by _____ seconded _____

Vote _____

Discussion _____

New Business:

Topic\subject _____

Action-motion by _____ seconded _____

Vote _____

Discussion _____

Topic\subject _____
Action-motion by _____ seconded _____
Vote _____
Discussion _____

Topic\subject _____
Action-motion by _____ seconded _____
Vote _____
Discussion _____

Other comments: _____

Next Meeting:

Date _____ Place _____ Time _____

Special plans/contacts to be noted _____

Lunch _____ Demonstrations/talks _____

Adjournment: motion by _____ Seconded _____ Time _____

Education: Topic/subject _____

By _____

Recreation led by: _____

Lunch served by: _____

Birthdays: _____
