

INSTRUCTIONS FOR USE OF THIS SECRETARY'S BOOK

1. The secretary should take notes during the meeting.
2. Fill in all information accurately at the top of the page. (Do not repeat this in the narrative section).
3. Information to include in narrative section (in order of occurrence):
 - a. Presiding Officer
 - b. Minutes read (approved or corrected)
 - c. Correspondence
 - d. Treasurer's report
 - e. Record of all motions, name of proposer and exact wording
 - f. Committee reports
 - g. Old business
 - h. New business
4. Project—include project leader's name and the project title. Presentation of project material, such as – Did project leader read the information; were members involved in discussion, demonstrations, displays, etc.
5. All addresses should include member's name, full address and zip code.
6. Minutes SHOULD NOT contain secretary's personal opinion as "an able report was given" or "a delicious lunch was served."
7. Duplicate copies of monthly meetings should be sent to your Center Chairman and Family Living Agent directly after each meeting.