

SECRETARY'S BOOK SHOULD CONTAIN

1. Constitution and by-laws of the club
2. A copy of club program
3. List of aims, projects and objectives of the club
4. List of club officers, addresses and phone numbers
5. List of committee chairpersons and members of committees
6. Membership List
 - a. Addresses and phone numbers
 - b. Township
 - c. Committees
7. Minutes of regular meetings

DUTIES OF SECRETARY

For each meeting:

1. Take minutes of monthly meeting.
2. Spend a few minutes with the President before the meeting and go over the agenda to see that all essential business is included.
3. Have on hand a complete yearly calendar, with holidays, club activities and major community events clearly marked.
4. Have copies of all correspondence received by the club during the month.

During the meeting:

1. Be sure attendance is taken.
2. Secretary's "Report" should contain:
 - Call to order
 - Pledge given
 - Songs
 - Secretary's Report and action
 - Treasurer's Report and action
 - Old business
 - Motions and Actions
 - (Discussions on items of business are not required)
 - Committee reports given by
 - Recommendations & actions only
 - Committees appointed
 - New Business—Motions & actions only
3. Be alert on procedure of meetings.
4. Keep a sharp eye on calendar when dates are being discussed.

Duties between meetings:

1. Write minutes of last meeting.
2. Prepare secretary's report.
3. Keep committees and officers informed of their appointments.
4. Write Thank You letters to program participants.
5. Keep membership list up-to-date.
6. Make sure materials for contest reports, club publicity, etc., are saved for future use of the club.