

Tennessee Association for
Family & Community Education

Secretary's Book

Secretary's Book

Club _____

Year _____

Secretary's Name _____

Suggestions for Writing Minutes

1. Include the name of the club, the hour, date and place of the meeting.
2. Note the number of members and visitors in attendance.
3. Record who presided at the meeting.
4. Record all business transacted. Motions, seconds and the voting record for each motion should be listed.
5. Include committee reports. Record the balance on hand from the treasurer's report.
6. Record appointments of committees or individuals.
7. Describe the program.
8. Describe projects or activities that were conducted at the meeting. Record assignments made or action taken related to club projects or activities.
9. Indicate the date, time and place of the next meeting.
10. Record the time the meeting adjourned.

Membership Roster

Alphabetically List All Club Members	Home Address <i>(Include Street, PO Box, City, State, Zip)</i>	Telephone Number <i>(Include Area Code)</i>	E-mail Address
1.			
2.			
3.			
4.			
5.			
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11.			
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17.			
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19.			
20.			
21.			
22.			
23.			
24.			
25.			
26.			
TOTAL MEMBERS			

Attach additional pages, if needed, to include all members

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Programs in agriculture and natural resources, 4-H youth development, family and consumer sciences, and resource development.
University of Tennessee Institute of Agriculture, U.S. Department of Agriculture and county governments cooperating.
UT Extension provides equal opportunities in programs and employment.