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Helpful Tips

Important Business to Report

- ❖ Only record the receipt and disbursement totals and ending total asset balance given during the Treasurer's Report.
- ❖ Record correspondence received and sent.
- ❖ Report actions taken during committee reports, unfinished and new business, but not discussion.
- ❖ Record the name of the maker of a motion but not the name of the person seconding it.
- ❖ Use correct first and last names with correct spelling.
- ❖ Record the name of a woman presented for membership only after she has been balloted upon favorably.
- ❖ Record the name and chapter letters of visitors bringing greetings, but do not summarize her remarks.
- ❖ Work with the chapter president to ensure that Suggestions for the Good of the Chapter, which are to be recorded in the minutes, are truly that, not "brag time" or announcement time for community events.

Make Your Job Easier By

- ❖ Using a template for the minutes
- ❖ Consecutive page numbering throughout the entire year, not just meeting by meeting
- ❖ Using Margin Notes or sticky notes to flag business items that may need to be referred to later on such as the sponsors and date of a favorable ballot or invitation to transfer or the dates of budget and audit approval
- ❖ Emailing draft minutes to the president prior to the meeting for her suggestions and/or corrections

Don't Forget

- ❖ Bring the last two years' minutes to each meeting; you may need to reference something.
- ❖ In the absence of the chapter president and vice president, you will open the meeting and facilitate the election of a chairman pro tem...know how to do this.
- ❖ Record minutes for both regular business and regular social meetings.
- ❖ Send copies of your chapter Bylaws and Standing Rules to the state organizer each year, even if there are no changes.
- ❖ Turn the treasurer's reports over to the auditing committee in February...don't lose them.
- ❖ **You are the keeper of all past and present chapter minutes...know their location.**