



P.E.O. Tools for Taking Minutes

Instructions: Recording Secretary's Record Book

This four-page document can be found on the International website (Resource Library/Local Chapter Officers/ Recording Secretary/Instructions for Recording Secretary—Instructions for Minutes). Keep a copy in the front of your Record Book and download a copy onto your desktop for easy reference.

Template for Recording Minutes

This form can be found on the International website (Resource Library/Local Chapter Officers/Recording Secretary/Template for Minutes of Regular Business Meeting). The current form was revised in January 2017. You can download the form to your laptop computer and take it to meetings. When typing the final copy into Word, simply delete the sections that aren't necessary for the meeting you are reporting. A second option is to print the template and use it to take notes during the meeting.

A separate template is available for Regular Social Meetings. Remember that these "regular" social meetings are to be recorded as well and the attendance counted as part of your attendance average. A quorum is required even though no business will be conducted.

The P.E.O. Style Guide

This 16-page guide was most recently updated in October 2019 and includes both explanations of words and phrases unique to P.E.O. as well as the accepted grammar and punctuation. It can be found on the International website (Resource Library/Local Chapter Members/Brand Resource Center/P.E.O. Style Guide). Again, download this to your desktop or print and keep in your Record Book for easy access.

