

5. Minutes Secretary

Objectives

Improve listening, oral, and written communication skills.

Take attendance of all those present and record the proceedings of the meeting.

Responsibilities

Make sure you have a pen, paper, and a clipboard.

Follow the agenda format to make note keeping easier.

Listen and record what happens at the meeting. This is difficult but practice makes perfect.

Things to record:

- Who spoke ? name(s)
- What they spoke about, guests, speech, event etc.
- Any factual information they presented
- Any decisions reached
- Any votes taken and if so how many agreed and how many disagreed
- Action items and who took responsibility, their names

After the meeting type up the notes as quickly as possible. Try to do within a 7 days; do not leave until just before the next month's meeting as many things are lost or forgotten.

Read through the minutes and edit so that they are brief and to the point.

Good minutes will actually allow you to recreate the flow of the meeting and quickly see what are discussed and decided, especially by those not present at the meeting.

At the next monthly meeting be prepared to read the minutes. Have two copies - one to hand to the branch secretary and one for you to read from.

Attach attendance record with the minutes or give to the Branch Chair or Administrator at the end of the meeting.