

Checklist for Secretaries

- _____ Sit near president during the business meeting
- _____ Inform the president & leaders if I'm going to be absent.
- _____ Call roll & keep an accurate record of attendance and membership list.
- _____ Read minutes of the previous meeting & make corrections if necessary.
- _____ Write motions as stated & restate motions if needed.
- _____ Read correspondence.
- _____ Send copies of minutes to the county extension office within 2 weeks of the meeting.
- _____ KEEP SECRETARY MINUTES UP TO DATE!