**Secretary Book Review**

Age of Secretary: \_\_\_\_ Name: Club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Meeting agenda included: Y N Meeting minutes included Y N Minutes handwritten or typed (circle)

|  |  |  |  |
| --- | --- | --- | --- |
| **Secretary Reports** | Excellent (3) | Average (2) | Needs (1) Improvement  |
| Date, Start & End time, Location of Meeting |  |  |  |
| Attendance Record |  |  |  |
| Identifies who called the meeting to order |  |  |  |
| Secretary’s approved |  |  |  |
| Treasurers Report ApprovedClub Finance discussion noted |  |  |  |
| Notation of people who: Moved the Motion/Seconded/Failed or Passed |  |  |  |
| Who adjourned the meeting Speeches and Demonstrations Given byNext meeting logistics |  |  |  |
| Overall effort (neatness of notes) |  |  |  |
| Total |  |  |  |

Please include comments explaining ratings.

**Secretary Book Review**

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