**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 Approved  Club Finance discussion noted |  |  |  |
| Notation of people who:  Moved the Motion/Seconded/Failed or Passed |  |  |  |
| Who adjourned the meeting  Speeches and Demonstrations Given by  Next meeting logistics |  |  |  |
| Overall effort (neatness of notes) |  |  |  |
| Total |  |  |  |

Please include comments explaining ratings.

**Secretary Book Review**

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Please include comments explaining ratings.