

Judging Requirements for Secretary Book

Club: _____ Name: _____ Age as of 1/1: _____

The secretary's record book is graded upon neatness, accuracy and completeness of the following:

Points Available Points Received

CLUB MINUTES (insert center)

Must be typed	10	
Signatures of President & Secretary	5	
Follow recommended format – see below	10	
Minutes from club meetings (5 pts each / Max 40)	40	

RIGHT POCKET DOCUMENTS

Club Program: Schedule of meetings	5	
List of Officers	5	
List of Committees	5	

LEFT POCKET DOCUMENTS

Member Roll Call/Attendance	5	
Advisor Roll Call/Attendance	5	
Club Constitution	5	

GENERAL

Front Cover of Folder Completed	5	
TOTAL POINTS AVAILABLE	100	

The minutes of the meeting are the secretary's most important job. In the minutes, you will need to include the following: Name of your club. Place and date of the meeting.	Complete motions. Who made it, who second it, passed/failed Important points discussed in meeting.
Who presided? Time the meeting began.	Demonstrations, Recreation, Refreshments by...
Number of members, leaders, parents and guests present.	Signatures
A statement that the minutes were approved as read or corrected.	Treasurer's report and reports of committees.