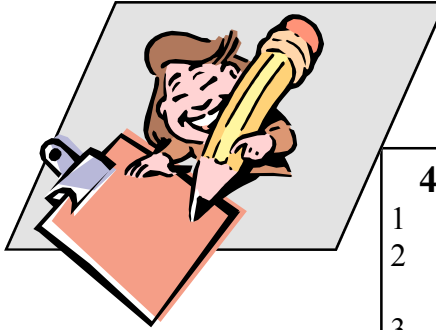


7 Succinct Steps to Success as Secretary

Meeting Minutes... What's Your Style?

4 Reasons: Why Minutes?

- 1 Written record of speeches
- 2 Let absent members know what's going on
- 3 Written record of business meeting (motions, votes, committees, actions)
- 4 Use as a marketing tool to let guests "meet" the club and "sample" the club culture.



4 Ways To Distribute

- 1 mail out with agenda
- 2 make copies and put them out at meeting
- 3 send out in email
- 4 send to web page

Quick & Easy - No time? Limited writing skills? You can still do minutes! Just take your meeting agenda and mark it up with the meeting information. Takes just a few minutes of your time and provides essential information.

Newsy - Got time? Love to write? Exciting club culture? Write about the speeches, the meeting theme or anything else that will help members (and guests) feel as if they were there (or wish they were)!

**No matter how you take minutes. Just do it. It will make your club stronger.
Communication is the hub of Toastmasters and the secretary is the hub of the club!**

Quick & Easy Method

- ⇒ Captures all the pertinent information. Pros -Just the facts. Easy to prepare. Cons -Little detail.
- Note time meeting comes to order and who called meeting to order
 - List guests (as introduced)
 - Business meeting minutes
 - Motions
 - Committee updates
 - District & WHQ news
 - Toastmaster (note Theme)
 - Annotate any changes to roles
 - Note Word Of The Day (and any definition) and member name
 - Joke (paraphrase if you like or just note member name)

- Speakers - speech #, member name, time requirement, title, time spoke (annotate when timer gives report)
- Table Topics - topics, speakers, times
- General Evaluator - member name
- Evaluators - member name, times
- Ah Counter - member name
- Grammarian - member name
- Listener or other evaluation team member (if appropriate) - member name
- Toastmasters closing comments
- Presidents (closing) remarks

This is only a rough guideline.

Newsy Method

Adapt it to fit your club culture!

- ⇒ Delves into details & Expounds on the Perspective of the meeting. Pros - story-like, easy to read, nice details. Cons-more effort to prepare.
- **Same as Quick & Easy EXCEPT**
 - Entire Joke
 - Introductions (Transitions)
 - Speeches / Speakers - highlights of speech
 - Table Topics (more detailed description of each topic and the participant speech/response)
 - General Evaluator - opening comments
 - Introductions (of evaluators)
 - Details of each evaluation
 - Ah Counter & Grammarian report