

Secretary's Book Contents

1. Club Information
 - A. Copy of Club Charter (If Available)
 - B. Copy of Club By-laws
 - C. Club Information
 - D. Club Profile
 - E. Club Directory (Leaders, Officers and Members including Name, Address and Phone Number)
 - F. Club Budget
 - G. Club Inventory
 - H. Club Goals & Objectives

2. Monthly Club Business
 - A. Attendance
 - B. Club Meeting Minutes and Agendas

3. Club Events & Activities
 - A. Calendar or List of Club Meetings, Activities & Events
 - B. Committee and Club Event Report Forms

4. Correspondence
 - A. Sent
 - B. Received

5. Club Newsletter (If Applicable)