

SECRETARY'S BOOK SCORING GUIDE (Revised 2007)

Name _____ Club _____ Date _____

Introductory Information

- { } Title Page including the club's name, the officer's name and the club year.
- { } Table of Contents
- { } Personal statement by officer. Should describe what the Secretary did during the year, and be signed by the Club Community Leader.

Official Documents

- { } Club Goals & Objectives
- { } Club By-Laws & Constitution
- { } Club Meeting Planner
- { } Annual Club Planner

Club Community Information

- { } Club Officers - List the officers
- { } Club Leaders - List the club leaders

Checklist

- { } Club Roster - List the current club members, including a list of new members.

Meeting Records

- { } Agendas and Minutes, organized month by month.

Attendance

- { } Member Attendance for Club Meetings

Correspondence

- { } Correspondence Received (Original documents)
- { } Correspondence Sent (Photocopies of documents)

Committee Documents

- { } Club Committees
- { } Club Chairman Report

	Comments	Max Points	Points Given
Introductory Information. (Full points should be given as long as all three documents are included, and there is no critical information missing.)		5	
Official Documents: Completeness		10	
Club Community Information: Completeness		10	
Meeting Records. (should be clear, concise, and detailed.)		25	
Attendance. (Should show the present, excused, and absent members for each monthly club meeting.)		5	
Correspondence.		10	
Committee Documents.		10	
Following through with Club Goals & Objectives, Club Meeting Planner, Annual Club Planner. (minutes should reflect consistency with plans for the year.)		10	
Spelling & Grammar. (computer-generated documents in particular should meet high standards.)		5	
Arrangement/Layout. (should be neat, visually pleasing and follow the order of the scoring guide to make effective judging possible.)		10	
TOTAL		100	