

SECRETARY'S BOOK CHECK SHEET

And order of Secretary's Book

1. **Title Page : with the following-** Secretary's Book Santa Barbara County, Program Year, Name of President, Secretary, Community Leader.
2. **Table of Contents**
3. **Club Constitution, By-Laws & Working Rules**
4. **Club Leaders & Officers** must include name, address, phone, office or project
5. **Enrolled Members** must include name, address, phone, projects enrolled
6. **Meeting Attendance Record**
7. **Annual Club Planner** (form with the 9 club specific goals, meeting & event plan)
8. **Annual Club Planner with Goals met** all signatures required
9. **Meeting Minutes- club & executive board:** must include the following
 - a. Date, place & time of meeting,
 - b. Name of person presiding,
 - c. Action on previous minutes,
 - d. Treasurers Report,
 - e. Communications Read,
 - f. Officers Reports,
 - g. Committee Reports, Motions,
 - h. Description of program,
 - i. Description of Recreation
 - j. Announcements
 - k. Date, place and time of the next meeting
 - l. All hand outs & written reports given at meeting should be attached or filed with minutes.
10. **Meeting handouts & written reports** filed with each months minutes
11. **Club Newsletter**
12. **Club Correspondence**
13. **Committees:** Name of Committee, Chairperson, Adult chair and members.

Items 4,5,6, 9 and 13 indicate a minimum Secretary's Book