



TUTORIAL

TAKING MINUTES

Minutes are taken at each meeting. Each chapter has their own google drive repository to house their minutes. You can obtain the link to your chapter's online repository through the MSC by emailing msc@wbnc.com

TIP You can take notes on paper and type up the minutes later, but if you have an electronic device with you at the meeting you can type it right there and most of the work is done for you!

- Each chapter tends to have their own Agenda and sequence of elements in the meeting, so the best bet is to follow the agenda in your chapter.
- The most important things to include in the minutes are the attendance and any votes re: new members, leaves of absence, or leadership changes.

CHECKLIST

- | | |
|--|---|
| <input type="checkbox"/> INCLUDE: attendance as well as any votes on new members or officer changes | <input type="checkbox"/> FILE FORMAT: Save document as PDF. Do not send Word Docs. |
| <input type="checkbox"/> DEADLINE: send minutes to your chapter within 48 hours of the meeting | <input type="checkbox"/> UPLOAD the minutes to your chapter's google drive |

Questions?

If you need assistance, contact the MSC, Elizabeth, at msc@wbnc.com