

A Minute Break

Secretaries' Workshop

Obligations of the Secretary

1. Assist the president in planning the agenda
2. Prepare the agenda and distribute at each meeting
3. Take roll call at each meeting
4. Have a present listing of all members
5. Read and correct the minutes at each meeting
6. Keep accurate minutes of all the meetings
7. Write all correspondence
8. Keep materials organized

Agenda

Chapter Meeting

Monday, September 1, 2008

9:00 a.m.

- I. Call to Order
- II. Roll Call
- III. Reading and Approval of Minutes
- IV. Correspondence
- V. Treasurer Report
- VI. Standing Committee Reports
- VII. Special Committee Reports
- VIII. Special Orders
- IX. Unfinished Business and General Orders
- X. New Business
- XI. Announcements
- XII. Adjournment

Minutes

First Paragraph

The first paragraph should include the following:

- The kind of meeting: regular, special
- The name of the organization or group
- The date and time of the meeting and location
- The fact that the regular chairman and secretary were present or the names of the persons who substituted for them
- Whether the minutes of the previous meeting were read and approved

Body of the Minutes

The body should include a separate paragraph for each topic matter giving all important motions, including the name of the mover. State only the action taken, not discussion.

Closing

The final paragraph should state the time of adjournment and include your name, title, and signature.

Additional Rules and Tips

- State the action taken, not the discussion.
- The person who seconded the motion should not be entered in the minutes.
- When the vote is by ballot, the number of votes on each side should be entered.
- When the voting is by roll call, the names of those voting on each side should be entered.
- The name and subject of a guest speaker can be given, but no effort should be made to summarize his/her remarks.
- Sit near the chairperson.
- Keep it brief.
- Use a sign-in sheet or chart to take attendance.

Minutes
Local Chapter Meeting
Future Business Leaders of America
Monday, September 1, 2008
6:00 p.m.-8:00 p.m.

Call to Order

The regular local chapter meeting of the Future Business Leaders of America was called to order at 6:00 p.m. on Monday, September 1, 2008 in the business room at Lyons-Decatur High School. The meeting was called to order by President, Sariah Harlan.

Attendance

Forty-two members and two advisers were present. The president and secretary were present.

Approving of previous minutes

The minutes of the August 1 meeting were read by Secretary Holli Huffman.

Treasurer's Report

Treasurer Sean Minton, reported that the balance as of August 31, 2008 was \$1,200.

Standing Committee

Nicole O'Connor, head of Community Service Committee, stated that there is a sign-up sheet for the Adopt-A-Highway , on September 15, in the business room.

Special Committee

Anton Hassebrook, chairman of the Haunted House Halloween Committee, reported that a dance for the FBLA members will follow the haunted house on October 30.

Unfinished Business

Members were reminded to sign-up to work the volleyball concession stand on September 21.

New Business

It was moved by Rachael Nickel, that we take \$100 out of the FBLA account and donate it to the March of Dimes. The motion was adopted.

Announcements

The next meeting will be held on October 3, 2008.

Adjournment

The meeting adjourned at 8:00 p.m.

Jessica O'Connor

Jessica O'Connor, FBLA State Secretary

Correspondence

September 1, 2008

Ms. Jane Smith
1010 Memory Lane
Nowhere, NE 12345

Dear Ms. Smith

When sending a correspondence, you will use block style format.

The letters you send may include thank you letters or business letters. Make sure everything is proofread and folded correctly to put in the envelope.

Sincerely

Signature

Secretary's Name
High School Secretary
2020 Fifth St.
Lincoln, NE 12345



Chapter Officer Contact Information

Please print

Name: _____

School: _____

Grade: _____

E-mail Address: _____

Check all that apply:

- Interested in running for state office
- Interested in having a state officer visit your chapter