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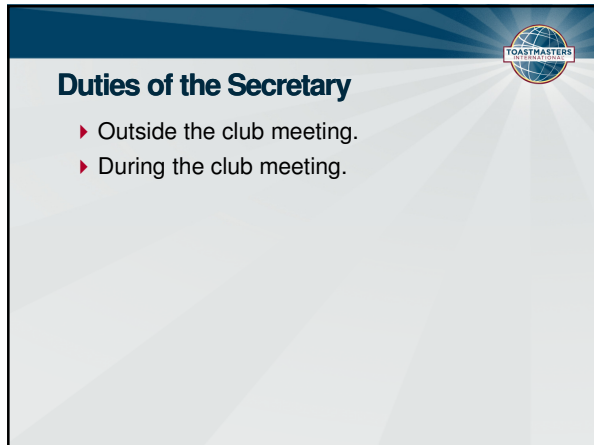
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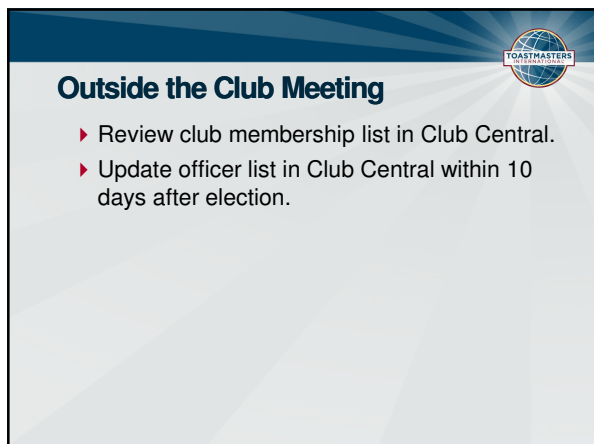
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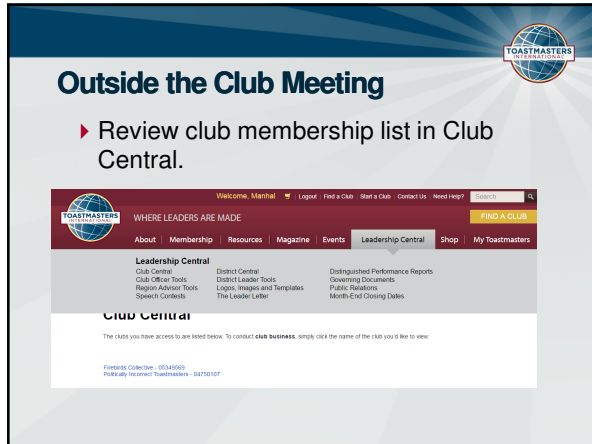
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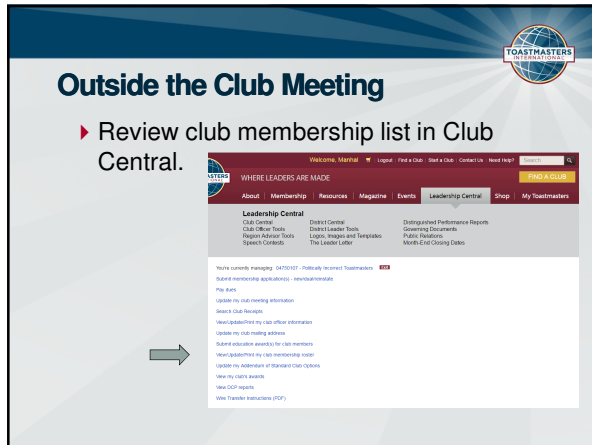
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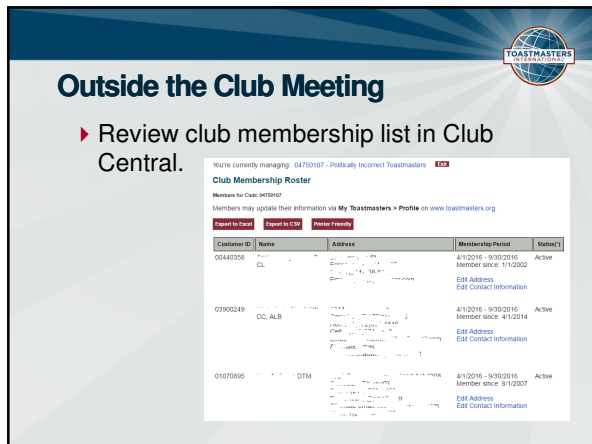
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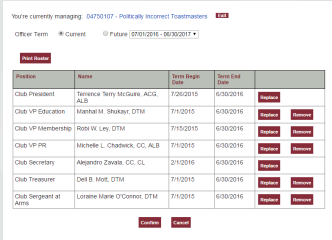
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### Outside the Club Meeting

- ▶ Update officer list in Club Central within 10 days after election.



Position	Name	Term Begin Date	Term End Date	Update
Club President	Terrance Terry McGraw, ACS, ALB	7/26/2015	6/30/2016	Update
Club VP-Education	Harshad M. Shukla, DTM	7/1/2015	6/30/2016	Update
Club VP-Membership	Ravi W. Ley, DTM	7/1/2015	6/30/2016	Update
Club VP-PR	Michelle L. Chaswal, CC, ALB	7/1/2015	6/30/2016	Update
Club Secretary	Alfredo Zawak, CC, CL	2/1/2016	6/30/2016	Update
Club Treasurer	Del B. Hunt, DTM	7/1/2015	6/30/2016	Update
Club Sergeant at Arms	Lorraine Marie O'Connor, DTM	7/1/2015	6/30/2016	Update

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### Outside the Club Meeting

- ▶ Handle general club correspondence.
- ▶ Keep club files, including the club charter, Constitution and Bylaws, minutes, resolutions, and correspondence.
- ▶ Arrange for a replacement if unable to attend meetings.

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### At the Club Meeting

- ▶ Record and read meeting minutes.
- ▶ Meeting Attendance Lists
- ▶ Timer, Ah-Counter, and Grammarian Report

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### Record Meeting Minutes

#### Suggestions for Recording Minutes

- ▶ Use the meeting agenda.
- ▶ Adapt the form for executive committee and other meetings.
- ▶ Create a diagram of where each person is seated during the meeting.
- ▶ Record key themes of discussions.
- ▶ Use bullet points.
- ▶ Ensure that your notes will be clear to everyone.
- ▶ Double check your facts, proofread, and spell check the minutes.

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### Recording Meeting Minutes

#### Transcribing Minutes

- ▶ Transcribe minutes as soon as possible.
- ▶ Use a consistent format and standard verbiage.
- ▶ Add long reports or supplemental material to the minutes as an appendix.
- ▶ Record the date and sign your name.
- ▶ File minutes chronologically.

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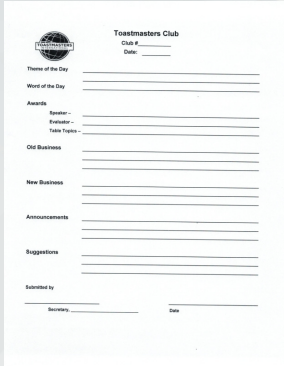
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### Recording Meeting Minutes



The sample form includes fields for: Toastmasters Club (Club #, Date), Theme of the Day, Word of the Day, Awards (Speaker, Emcee, Table Topics), Old Business, New Business, Announcements, Suggestions, and Submitted by (Secretary, Date).

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