

ELDER GATE TOASTMASTERS CLUB

MEETING GUIDELINES

Meeting Secretary

FUNCTION: The Meeting Secretary has two important responsibilities at the club meeting:

- Propose the circulated minutes of the previous meeting.
- Take and circulate the minutes

It is essential that these functions are carried out and the Meeting Secretary must arrange cover if he/she cannot attend.

BEFORE THE MEETING.

Obtain the final copy of the agenda in a soft format and convert it into the minutes format (Steps a & b). View the comments to the secretary role in the agenda

(To convert the completed Agenda Template into a Minutes Template; **(a)** select page set up from the file menu and convert the layout to landscape. **(b)** Select the "Time/lights" column and change font colour to blue, delete times etc change "Time/lights" to "Time/Comments", change column width to fill page, **repeat on page 2.** **(c)** Double-click on the header change "Agenda" to "Minutes", update the word of the day and reserve speaker etc. **(d)** Add topic speakers' names and subjects in columns 2 & 3, add missing speech titles in col 3, add times of speeches etc in col 4, update names in col 2 complete awards etc. **(e)** Remove page break on P2, save and circulate!)

Save and Print a copy: You now have an agenda with space for the minutes.

Ensure you have read the previous minutes.

AT THE MEETING:

- 1) Arrive 15 minutes early & check if there are any last minute changes to the agenda.
- 2) Sit near the lectern. Be prepared to be a Topics Speaker.
- 3) When asked by the President, propose that the minutes be adopted. Note the seconder.
- 4) Take notes. Fill in the Topic Speakers Names in the names column, the subject in the subject column, and the times when announced in the times/comments column. Do the same for the speeches (include speech #). Note the comments of the General Evaluator concerning the running of the meeting (comments on Speakers are not normally minuted) Note evaluation times. Note awards and guest comments.
- 5) Before leaving ensure you have all the details you need, including checking the spelling of guests names from the attendance list or the guest book.

AFTER THE MEETING:

Write up the minutes as soon as possible, as described above using the template created before the meeting.

They should be circulated to all members before the end of the week.