

Meeting Minutes –Best Practices

All clubs are required to submit minutes after a meeting. This is an official record of the topics discussed, and decisions made by the club. CVHS recommends you follow Robert's Rules of Order when conducting official club business.

The form of minutes may vary by organization, but they should include the following:

- Name of the Club/Organization holding the meeting
- Date, time and location of the meeting
- Names/ID# of meeting attendees
- Name of the presiding officer
- Information discussed or reported on during the meeting
- Report of committees
- Actions taken (including results of voting, budgets, fundraising requests, facilities use requests)
- Communications with ASB
- Time the meeting adjourned
- Who prepared the document

Any information provided to those attending the meeting, such as check requests, project outlines, bylaws or calendars should be attached to the original minutes and signed by the presiding officers. One copy of the minutes should be submitted to ASB and one copy should be kept by the club secretary for future reference. It is recommended that the secretary maintains a binder of all minutes for the school year.

Clubs are required to submit meeting minutes in a timely manner. Failure to do so may lead to termination of the club, or affect future approval. Clubs that do not turn in minutes will not have access to advertising, fundraising and may be barred from using financial services.

Sample meeting minutes outline

Meeting Minutes - [CLUB Name]

Location: Room #

Date:

Time:

Presiding Officer:

Attendance

[List attendees]

Agenda Items (Discussion Topics)

- 1.
- 2.
- 3.

Action Items (Decisions made)

- 1.
- 2.
- 3.

Other Notes

Other important details discussed during the meeting can be entered here.

Submitted by:

Club Secretary _____

Club President _____

Club Advisor _____