

# Information Notes for the Minute Secretary

## What does the Minute Secretary do?

At any YFC meeting, both Club and Committee level, it is important that the events of the meeting are documented. These documents are known as 'Minutes', and it is the Minute Secretary's role to record the minutes of the meeting.

## Why do minutes have to be taken?

It is essential that minutes are taken at meetings. This is because any information given out and any decisions made at meetings can be recorded, so that in future meetings if details are required, minutes can be looked back upon for reference.

## What is the best way to take minutes?

It is important that the minutes are written up neatly, so that they are readable. A lot of what is said at meetings is not essential. A good Minute Secretary is one that can extract the relevant information. Therefore, the best way to take minutes is to make notes at the meeting, and then after the meeting write up the notes neatly.

## How do I set out minutes?

The minutes must begin by stating:

- The date of the meeting
- Where the meeting was held
- The time the meeting was opened and who by

They must also contain:

- The number of people attending the meeting
- Apologies of Absence
- Details of any reports given e.g. Executive Committee etc.
- Details of all resolutions (decisions) passed
- Name of speaker attending (if applicable)
- Details of any other business conducted
- Record of any other items included
- Time the meeting was closed



It is then important to write the minutes up in the order of the meeting. Every new item must have a title and this must be underlined.

### **The Layout of the Books**

It is advised that the minutes of all meeting are written up in a standard YFC book (available from NFYFC). The weekly Club Meetings are all written up in the front of the book whilst the Committee Meetings are written in the back of the book. When the book is getting full, let the Chairman know so that another book can be ordered from NFYFC.

### **AGM Minutes**

The AGM minutes are slightly different. It is advised that all of the AGM/EGM minutes are word-processed and are stored in a separate file, with the most recent minutes being filed at the front. It is also important to ensure that the AGM minutes are photocopied and distributed so that members have access to them, prior to the meeting.

### **The Attendance Book**

As Minute Secretary you also look after the attendance register. At every meeting this book should be circulated so that each member can sign his or her name, and you have a note of how many members were present for the minutes. Again, weekly meetings are recorded in the front, with committee meetings & AGM meetings recorded in the back.

### **The Final Word**

If you get stuck or just need some help or advice, no problem, just ask someone. Other than that:

***Good Luck!***

