

The Role of the Secretary

Keeping the Official Record of Meetings - The Minutes

Executive Board Meeting Minutes

- Date
- Attendance
- All decisions
- Policies - newly decided or changed
- Any controversial discussions - who said what, who supported which side and why

Helpful Hints

- Use an outline form
- Type (or very neatly) write the minutes
- Make the information clear and legible to others
- Keep minutes confidential (only for the eyes of the Board)

DELIVERING INFORMATION

Occasionally, letters have to be written which can be a pain but they are important and they make us look good!

- Thank you notes
- Congratulations
- Birthday Cards
- Condolences
- RSVP's to NFTY regional events on behalf of the TYG as a whole

We also need you to work with the Membership and Publicity VP's on a regular basis to continue to promote the entire group.