



## **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.