## SECRETARY BOOK SCORE SHEET

<table>
<thead>
<tr>
<th>CLUB _______________________</th>
<th>SECRETARY ____________________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Monthly Minutes (10 points per month) – include a sheet that indicates no meeting was held if club did not meet</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>120</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Minutes are detailed, concise and easily read.</th>
</tr>
</thead>
<tbody>
<tr>
<td>200</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>My Officer Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td>List of Advisors and Officers</td>
</tr>
<tr>
<td>List of Committees</td>
</tr>
<tr>
<td>30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year/Club Roll Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Club Program/Calendar Constitution &amp; By Laws</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>430</td>
</tr>
</tbody>
</table>

Comments:

Revised 2021