

SECRETARY BOOK SCORE SHEET

CLUB _____ SECRETARY _____

	POSSIBLE POINTS	POINTS AWARDED
Monthly Minutes (10 points per month) – include a sheet that indicates no meeting was held if club did not meet January February March April May June July August September October November December	120	
Minutes are detailed, concise and easily read.	200	
My Officer Goals List of Advisors and Officers List of Committees	30	
Year/Club Roll Attendance	50	
Club Program/Calendar Constitution & By Laws	30	
TOTAL	430	

Comments:

Revised 2021

