



## Leadership Committee

# Tips for Creating a Meeting Minutes Template

*Note: Anyone on the Leadership Committee can create the Meeting Minutes Template. However, it is recommended that the Secretary creates the template and completes it for each meeting.*

**When the Meeting Minutes Template has been created it should be used throughout the calendar school year.**

**Create an area to record the location, date, and time for any meetings.**

**Create an area to record or check off which members are present and/or absent.**

- Listing all Leadership Committee members and/or Team Leaders' names on the meeting minutes template beforehand can simplify this process.
- Check-off boxes for absent or present members can be used to take rollcall quickly.

**Create an area to list pre-selected agenda items.**

- This helps to define what goals or objectives regarding the Cub Features you are trying to achieve.
- Agenda items may include newly identified agenda items, those which needed review from a previous meeting, or those which may have been tabled during the last meeting.
- If needed, provide a place to record which Leadership Committee members or Team Leaders are responsible for certain agenda items or targeted Club Features implementation.
- The list may also contain questions to be answered regarding specific Club Features. For example:
  - How can we determine which youth have parents who are being deployed?
  - How have we made sure each new youth to the location has been introduced to a Team Leader as well as been given a kit and tour?
  - What challenges are we experiencing?
  - What tasks do we have remaining to complete our service project?

**Create an area to list included agenda items for the next planned meeting.**

- Agenda items may be newly identified items, those which need review during the next meeting, or those which may have been tabled for the next meeting.
- If needed, provide a place to assign a Leadership Committee member or Team Leader to each of these items to help with constructing your next agenda.
- This area will also help with identifying what Club Features should be targeted at the next meeting.

**Create an area to record the location, date, and time for the next meeting.**

**Email the Leadership Committee Members, Team Leaders, and your club Advisers a copy of the meeting minutes within \_\_\_ days after the end of the meeting.**

- This will ensure each committee member has a record of the tasks they have been assigned.
- This will ensure each committee member has a record of any agenda items they were asked to review at the next meeting.

**The Leadership Committee should vote on where the meeting minutes should be archived so they can be accessed at any time (the club's Google Classroom, Microsoft Teams, spiral notebook, etc.).**