



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.).