

How to take meeting minutes

What are minutes?

Minutes are a part of the alumnae chapter's historical record and are a permanent record of decisions made by the alumnae chapter. When read at the next meeting, they serve as a reminder of commitments, responsibilities and background information for continuing discussion.

Minutes are a record of business transacted and should not contain any discussion or a record of what was said. No opinions or editorial comments should be included.

Who is responsible for taking meeting minutes?

The alumnae chapter vice president is responsible for taking minutes at all alumnae chapter and leadership meetings. If the alumnae chapter has officers in positions beyond the required three positions, a secretary is an appropriate officer to have the responsibility of taking meeting minutes.

How should minutes be maintained?

Minutes should be kept in a permanent minute book or an electronic file. At least two separate minute books or electronic files should be maintained, including one for alumnae chapter meetings and another for alumnae chapter officer meetings.

What is the role of the vice president in alumnae chapter officer meetings?

For leadership meetings, the vice president should begin by reading the minutes from the previous meeting and making notes of any corrections. After alumnae chapter officers have approved or corrected the minutes from the previous meeting, the vice president should copy them into the permanent minute book or electronic file.

Next, they should record the proceedings of the current meetings. Following the meeting, they should distribute the minutes to alumnae chapter officers.

What is the role of the vice president in alumnae chapter meetings?

For alumnae chapter meetings, the vice president should begin by reading the minutes from the previous meeting and making note of any corrections. After the minutes have been approved or corrected, the vice president should copy them into the permanent minutes book or electronic file.

Next, they should record the proceedings of the current meeting. Following the meeting, they should distribute the minutes to the alumnae chapter membership.

How should minutes be formatted?

Minutes should be formatted using the following guidelines:

- Number meetings in succession. Do not begin numbering each year but continue where the numbering ended the previous year.

Example: The 248th regular monthly meeting of Chicago Alumnae Chapter of Gamma Phi Beta, held on Monday, March 2, 20XX, virtually on Zoom was called to order at 7:30 p.m. CT by Chapter President Olivia Owens.

- Note if the meeting was regular (e.g., formal chapter meeting with ritual) or special (one that was called for a specific purpose).
- The vice president signs the minutes. Do not precede it with “respectfully submitted.”
- Minutes are read for approval only and are not a report.

What should be included in the minutes?

The following information should be included in the minutes:

- The name of the alumnae chapter.
- The date and place of meeting.
- The presiding officer’s name and title.
- The number of members present.
- The time the meeting was called to order and adjourned.
- Headings for each main category in the order of business (e.g., new business).
- All main motions (except those withdrawn).
 - Note maker’s name
 - Note whether the motion passed or was defeated
- Important announcements, rules and/or policies.