

## **WHAT SHOULD THE SECRETARY TAKE TO A MEETING?**

The secretary should bring to each meeting:

- ❖ Paper for ballot voting or prepared ballots
- ❖ File or correspondence received and responses (if there is no corresponding secretary)
- ❖ Motion blanks
- ❖ Notepad (to write down anything that the president might need after the meeting)
- ❖ File to hold copies of motions, reports, materials distributed by the group

Supplies which include pens, pencils, paper clips, stapler, post-it notes, tape, scissors, and anything else required for the meeting