

## Additional Information

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For more information on building your leadership skills or getting involved in a leadership role on campus, please contact the Dean of Students office. The Student Organization Area can assist in providing additional advisement to the needs of your club/organization. The Student Leadership Institute provides opportunities such as workshops and a University Leadership Conference. Feel free to contact us for any leadership development or support that you may need. We look forward to hearing from you.

Dean of Students  
(714) 278-3211, TSU 235

Student Leadership Institute  
(714) 278-5999, TSU 235

Student Organization Area  
(714) 278-7622, TSU 245



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CAL STATE FULLERTON  
**STUDENT AFFAIRS**

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# Minutes & Record Keeping

## Dean of Students

# Minutes and record keeping

The Secretary position/office is an important responsibility whose records will provide continuity for your organization.

## Choosing a secretary

- ◆ Is this person reliable; do they keep their appointments?
- ◆ Is this person well organized; do they complete their task in a timely way?
- ◆ Is this person a good listener; are they able to be objective, not to make their own interpretations, and hear both sides of an issue?
- ◆ Is this person on top of what is going on; are they able to appropriately weed out the trivial information and record the important facts for the record?

## Responsibilities

Secretarial tasks can include correspondence to members as well as record keeping. Historical records can be helpful for current members as a reminder of unfinished business and as a review for future officers. The

secretary should be present at all meetings and records should be maintained for both general and committee meetings. Motions and resolutions should be recorded verbatim and should be read back during the meeting to make sure they have been adequately recorded.

The secretary should immediately ask for clarification if any subject being discussed becomes unclear. The following information should be included:

- ◆ Type of meeting
- ◆ Date, time and place
- ◆ List of attendees and those absent
- ◆ Time of call to order
- ◆ Approval and/or amendments to previous meeting minutes
- ◆ Record of proposals, resolutions, motions, seconding and final disposition, and the summary of the discussion
- ◆ Record all of voting results
- ◆ Time of adjournment
- ◆ Nomination of submission and transcriber's name

The chair or an executive officer should review a draft of the minutes before the final copies are produced. Members should receive the copies of the minutes in a timely manner and a master copy should be maintained in a

## Format

notebook for the archives. Minutes should be maintained in the following format:

- ◆ Capitalize and center the heading designating the meeting.
- ◆ Indent paragraphs five spaces.
- ◆ List names of those in attendance and those absent.
- ◆ Double-space the text.
- ◆ Double space between paragraphs and triple space between each item in order of business.

Minutes can be recorded manually or on tape. If you choose to tape the minutes you can either tape the entire proceedings word-for-word or later re-listen to them pulling out the pertinent information following the guidelines outlined earlier. A second, more practical option is to record a summary of debates, agreements and disagreements with a sufficient explanation character of each. A third option is to record action minutes where only actual motions or resolutions are recorded, along with the individuals proposing the action. Delegated assignments should also be recorded.