



The Complete Minutes Manual

By American Institute of Parliamentarians

American Institute of Parliamentarians, United States, 2015. Paperback. Book Condition: New. 279 x 216 mm. Language: English . Brand New Book ***** Print on Demand *****.Have you ever been asked to serve as the secretary of a meeting and found yourself in a panic when it came time to prepare the minutes? Did you spend hours searching the Web deciding what should go into the minutes? This guide will answer many of the questions you may have regarding minutes and assist you in preparing them accurately and concisely. Minutes are the official record of the proceedings of a meeting. They report the business transacted at a specified meeting. Minutes should provide an intelligible, reliable record of the official acts of the body, so at any time the legal status of various items can be ascertained. This book provides instructions for those who take minutes, including guidance for what happens before, during and after the meeting. A section on frequently asked questions, as well as one with sample agendas and minutes, is included.



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