



140.01 Scribe

General

A Word template for the bulletin is available from the Director of Administration, or the Sergeant-at-Arms. The principal elements of the minutes are:

- Call to Order
- Program
- Club Business
- Adjournment
- List of Guests and Visitors

Tasks

The Scribe records the essential elements of a regular meeting, including

- the date of the meeting you are reporting on;
- the chair of the meeting (usually the President);
- any guests of particular note (complete list will be included by the Bulletin Editor or Sergeant-at-Arms);
- one or two lines about the introduction (background) of the speaker or other presenter;
- essence of a feature speaker's remarks, or description of the program;
- club business - fellowship and administrative items:
 - announcements – possibly the most important element of the minutes as this is the means to convey important information to absent members, include a web link if possible;
 - other club business in summary form;
 - birthdays;
 - Director of Recognition;
 - happy bucks (bulletin readers enjoy the details);
 - ticket draw;
 - anything else of interest.

Current Editorial Standards are found in the Protocol for the Bulletin Editor.

Minutes, or notes, are forwarded as soon as practicable to the Chief Scribbler and the Bulletin Editor for publication. It is expected that minutes will be forwarded no more than four days after the meeting; sooner is better so that the Bulletin Editor has time to publish before the next meeting.

Submissions may be edited to conform to current editorial standards. Significant editing will be discussed with the Scribe before publication, if possible.