

MEETING ACTION SHEET

COMMITTEE / BOARD NAME:		DATE OF MEETING:	__/__/__	NO OF MEETING:	_____
PLACE OF MEETING:				TIME OF MEETING:	__.:__
SECRETARY / ASSISTANT SECRETARY:					

ACTION	Action taken by	Date
Secretary checks and marks up the draft minutes and sends draft minutes to Chairperson		
Chairperson approves minutes		
Secretary amends minutes if/where necessary		
Corrected minutes distributed to all attendee's		
Minutes archived to your Membership Management System <u>with attachments</u>		
Action Complete		