



_____Rotaract Club Board of Directors Meeting, Month, Day, Year

MEETING MINUTES TEMPLATE

Board Members Present:

Excused Members: These are people to call in, text, email, etc. because they have to miss the meeting and ask to be excused...this is a responsible board mebmers!

Absent: This is important to note. If board members don't show up and don't ask to be excused...do you want them on your board? Keeping track of attendance helps with retention of board members.

Guests Like your Faculty Advisor, Rotarian Advisor or Special Guest Presenter.

The meeting began at (time)_____at (place_____.

President's Report:

- President Name reported that (example) she was invited to the sponsoring club for lunch and was able to speak about the upcoming community service project.
- President Name reported that the school newspaper is doing a story on Rotaract and would like to interview our club Rotaract club Thursday, April 24th. Six Rotaractors will attend the interview.

Secretary's Report:

- Secretary Name made a motion to excuse Rotaractor A Name and Rotaractor B Name. Seconded by NAME. Motion carried.
- Secretary Name made a motion to accept the (previous month's minutes) August 2014 minutes. Seconded by Rotaractor C Name. Motion carried.

Treasurer's Report:

- Treasurer's Name reported that there is \$X dollars in the Rotaract account and that there are three Rotaractors who have not paid their dues. Each has been contact by email and a text was sent to them.
- A financial report was made available to all members.

Committee Reports: (these are the committees are per bylaws. See bylaws for what their duties are...other committees can be added.....see f.g. and h. for examples

- Club Service**
- International Service**
- Community Service**
- Professional Development**
- Finance**
- Social Medial/ Marketing
- Student Government or College Clubs Representative
- Membership
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Old Business:

- Anything that was discussed in the past meeting that has not been resolved or need to be reported on.

New Business:

- Anything that came up at the last minute...maybe an invitation by your sponsoring club to participate in a Rotary Club activity.

Minutes taken by _____ Date of Board Approval_____

Print Name_____

Meeting minutes are important to document the business of the club and a copy should be given/sent to your Rotarian Advisor. They are important to history of your club.