**HOSA Secretary Information and Meeting Minutes Template**

Your chapter Secretary should record the minutes of EVERY chapter meeting.

Suggestions:

* Teach the secretary how to take notes and type minutes.
* The template below can be edited for use or other templates may be used.
* The secretary should take notes during each meeting and should prepare the minutes from the notes by your deadline (1 week from the meeting date, for example).
* Consider allowing the officer to prepare the minutes in lieu of other classroom work. (This rewards the officer for accepting a leadership role and it encourages other students to accept leadership roles next year).
* Remember, minutes from a minimum of 4 meetings need to be placed in your BIC book each school year. (You will replace the minutes in your BIC binder each year)
* For your HOSA records, you might consider an “Archive” HOSA Binder where you store the HOSA minutes by the year. Consult with your bookkeeper and director to determine the recommended number of years these records should be maintained.

**Micanopy Chapter** **HOSA Minutes**

Date of Meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The meeting was called to order at (time) \_\_\_\_\_\_\_\_\_\_\_\_ by (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The Secretary (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ determined a quorum as \_\_\_\_\_ out of \_\_\_\_\_ members were present.

The pledge was led and the HOSA creed recited by the parliamentarian (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The minutes were read by (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and approved by majority vote.

The treasurer’s report was present by (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. No discussion followed.

The following old business was discussed by (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

 T-shirts

 Exploreum Fieldtrip

 Fundraiser choices

The following new business was presented by (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

* Next month’s community service projects were nominated and voted on, by majority vote the (month) \_\_\_\_\_\_ project will be (activity) \_\_\_\_\_\_\_. (Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be the chairperson of this activity.
* Next month’s speakers were nominated and voted for, by majority vote the (month) \_\_\_\_\_\_\_\_ speaker will be (name/subject) \_\_\_\_\_\_\_\_\_. (Name) \_\_\_\_\_\_\_\_\_\_\_ is designated as the contact for this speaker.
* Fundraisers were nominated and voted for. By majority vote, (fundraiser type) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ was chosen as our next fundraiser.
* Distribution of HOSA money by majority vote: Money will be spent on HOSA supplies, fieldtrips, state/national competition, community service and other items as deemed necessary by the advisor. (Designation of HOSA funds should be addressed in at least one set of minutes. Provide a copy to your bookkeeper).

Meeting was adjourned by (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at (time) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Secretary Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_