Secretary Checklist

Date: June 23, 2020

CBA Events Contacts:
Shirley Perrin – sperrin@ctbar.org

Online Leadership Resources Link:
https://www.ctbar.org/members/sections-and-committees/leadership-resources

Taking Minutes

_____ Take minutes of all meetings (obtain a substitute if not attending meeting).

_____ Minutes to include: Members in attendance, an overview of matters discussed and action taken.

_____ Submit a copy of the minutes to CBA staff for distribution to section members along with the notice for the next meeting.

_____ Submit a final copy of the minutes to sperrin@ctbar.org to be posted on the Section’s Web page.