Secretary Checklist
2022-2023 Bar Year

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

Online 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.