

# Secretary Checklist

2022-2023 Bar Year



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## **CBA Events Contacts:**

Shirley Perrin – [sperrin@ctbar.org](mailto: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](mailto:sperrin@ctbar.org) to be posted on the Section's Web page.