



THE JUNIOR LEAGUE OF CLEVELAND, INC.

Women building better communities

Committee Meeting Minute Guidelines

Each committee should designate someone responsible for taking minutes at each meeting. This can be the same person at every meeting or can alternate among committee members.

Prior to each committee meeting an agenda should be set and distributed along with any meeting minutes from the prior meeting to all committee members. This is the responsibility of the Chair or their designee.

At the start of each committee meeting the minutes from the prior meeting should be reviewed and approved.

The committee chair or their designee is responsible for reviewing action items from the meeting minutes and ensuring they have been completed or brought up at the next appropriate meeting for discussion if necessary.

Meeting Minutes should include the following information:

- Name of the meeting (e.g., committee name)
- Date and time of the meeting
- Individuals present at meeting
- Individuals not in attendance
- Action items with owners and timing indicated
- Notes from meeting discussion
- Next meeting date and time

After each committee meeting provide a copy of meeting minutes to:

1. The JLC office: jlcstaf@aol.com
2. The JLC President - Mary Seay: seayvall@adelphia.net
3. The President-Elect - Jen Gehrlein: thegehrleins@aol.com
4. Your Council Trustee
5. The Chair of the committee
6. And all of the members on your committee