

Farm Bureau Youth Council Secretary Manual



Communication does not begin with being understood, but with understanding others." - W. Steven Brown

Inside:

- ◆ Tips to improve your recording skills
- ◆ An e-mail template of our wildly popular minutes sheet
- ◆ A sample minute sheet
- ◆ Information about submitting minutes and meeting deadlines
- ◆ Minutes for your youth council
- ◆ A sample minute sheet



Guide for Youth Council Secretaries

Be sure to fill in all information called for in your minutes for each meeting---don't forget county, date, number present, etc.

Do you have e-mail? If so, consider sending your monthly minutes as an **e-mail attachment** to: drubel@ofbf.org. It's quick, easy and free! An e-minutes form is available on the OFBF website at www.ofbf.org (click the youth council button under the County Action Leader link) OR by contacting Darrell Rubel at drubel@ofbf.org. For more information or assistance, call Darrell Rubel at (614) 246-8277.

We must receive your minutes by the 10th of the following month in order for you to be listed in the *Buckeye Highlights*. We use your minutes to get council news and discussion comments.

What to Write ---

1. Always mention topics discussed and conclusions reached. If your council uses the Buckeye Highlights Discussion guide, write your Council's comments in the place provided on the backside of the minute sheet.
2. If no conclusions are reached, record the main points brought out in the discussion.
3. Be sure to report any action agreed upon or carried out by the Council.
4. Include questions, recommendations or criticisms directed to the state or county organization. Your minutes are read!
5. Include ideas and activities which might interest other councils.
6. To make sure you are reporting what your council has said, check your notes with them before the close of the meeting.
7. **Be sure to mention changes of officers in your minutes. Give full names and complete addresses and e-mails.**
8. The minutes should carry the date of the meeting, not the date when the minutes are written.
9. Your minutes should report the county in which your council is organized.
10. When a temporary secretary signs the minutes, please indicate by "pro tem".

