



Recording Secretary Report Form

Name: _____ Chapter: _____
Phone Number: _____ School: _____
Email Address: _____ Officer Term Began: _____
Date: _____ Officer Term Ends: _____

Instructions: *Please complete the following form and return it to your chapter President. This form must be submitted two weeks prior to the chapter's scheduled visit. For the meeting, please bring your officer materials and all documentation related to your office.*

Describe your responsibilities and expectations for your office:

Do you record the minutes for chapter meetings? ☐ YES ☐ NO

Are the minutes provided to the Director of Bands and Sponsor? ☐ YES ☐ NO

How are the minutes distributed to the chapter?

What are your goals for your term and what progress have you made so far?

Is there anything else you would like to discuss with the CFR?