

# LEADERSHIP

is a passion for what you do, a clear picture of where you are going, a fluid phenomenon that grows within you, and an emotional expression of what you do. You get it from others, by learning as much as you can and allowing yourself to show your passion. You give it to others by living your vision, sharing that vision with others, being willing to do things—not just say things and leading by example.



## Fast Facts

### Basic Operations & Procedures

Agendas	Budgeting
Constitutions	Elections
Meetings	Minutes

### Skills for Leaders

Assertiveness	Communication
Delegation	Ethics
Goal Setting	Recognition

### Planning Activities

Co-sponsorship	Fundraising
Group Dynamics	Teambuilding
Planning/Evaluation	Retreats

### Beginnings & Challenges

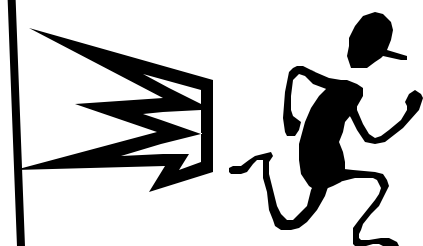
Conflict	Difficult Members
Getting Involved	Transitions
Recruiting	Starting a Group



**Fast Facts** are brought to you by

**OSAL**  
Office Of Student Activities & Leadership

2122 Webb Center  
Norfolk, VA 23529  
Phone: (757) 683-3446  
Fax: (757) 683-6088  
[www.odu.edu/studentactivities](http://www.odu.edu/studentactivities)



## Fast Facts

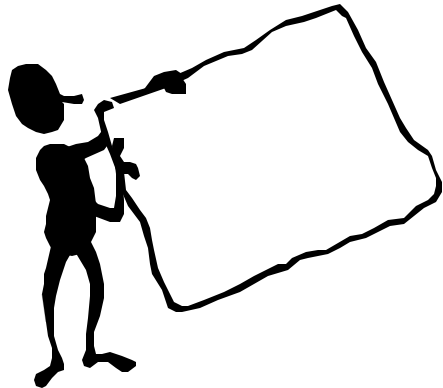
Quick Tips  
For Developing  
Effective Leadership

# Minutes

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*Basic Operations  
& Procedures*  
.....

▶ Taking minutes is like taking notes in class: recording accurate, helpful information for future reference.

The decisions made and issues discussed in a meeting are crucial to the continued functioning of an organization. Therefore, it is important that a record of those decisions and discussions be kept in an organized manner.



***Have your group secretary take minutes ... or you can appoint a minute-taker for each meeting.***

## What To Include In Your Minutes



Time, date, & location of meeting

Members present/absent

Officer/committee reports

Completed/unfinished business

Announcements

Next meeting

Name of recorder

Minutes can be recorded in writing or on tape by one of two methods:

### 1. WORD FOR WORD

Record and transcribe entire meeting. This is very precise but also very time-consuming.

### 2. ACTION SUMMARY

Record a summary of the discussions, points, debates, agreements, and disagreements. Include who spoke, what position s/he took, if there was a vote/who won, and the end results.