



# [Club Name, Number Meeting Location]

Meeting Date and Time  
Minutes for (DATE)

Attendance: (A=Absent, P=Present, G=Guest)

<b>President:</b>		Member
<b>VP Education:</b>		Member
<b>VP Membership:</b>		Member
<b>VP Public Relations:</b>		Member
<b>Secretary:</b>		Member
<b>Treasurer:</b>		Member
<b>Sergeant at Arms:</b>		Member
Member		Guest
Member		Guest
Member		Guest

## Meeting Agenda

Today	Meeting Role	Next Week
	◀ Presiding Officer ▶	
	◀ Pledge/Thought ▶	
	◀ Toastmaster ▶	
	◀ Educational Minute ▶	
	◀ Joke Master ▶	
	◀ Grammarian ▶	
	◀ Topics Master ▶	
	◀ Timer ▶	
	◀ Speaker #1 ▶	
	◀ Speaker #2 ▶	
	◀ General Evaluator ▶	
	◀ Evaluator #1 ▶	
	◀ Evaluator #2 ▶	
	◀ Ah Counter ▶	
	◀ Vote Counter ▶	

## Table Topics

Word of the Day: \_\_\_\_\_

Speaker	WOD?	Time

## Prepared Speeches

Speaker	Manual/Project	Title	Time
<b>Evaluators</b>			

**\*Pathways Paths Legend:** DL = Dynamic Leadership, EC = Effective Coaching, IP = Innovative Planning, LD = Leadership Development, MS = Motivational Strategies, PI = Persuasive Influence, PM = Presentation Mastery, SR = Strategic Relationships, TC = Team Collaboration, VC = Visionary Communication

## Awards

Best Speaker	Best Evaluator	Best Table Topics

## Club Business/Announcements

Respectfully Submitted,  
*Proud to be your-*  
 Club Secretary