

## VVA Florida State Council

FSC Seminar Secretary Friday June 10, 2016 (3pm)

1. Chapter meeting attendance sheet with printed names and contact info, form an email roster and telephone numbers, also a List of officers with e-mail and telephone numbers, record the meeting. Start time and end time. Carry a copy of the By-laws with you and past minutes at least of the last year. Copy of Election report. Format a form for Motions and keep with your minutes. All chapters have committee chairs that play a very important role in your chapter. They should report at each meeting.
2. Reading of last Month's meeting and approval.
3. Write an Agenda and stay with it.
4. Elections are held in the month of April and should be sent to State Sec. and a copy to Nat'l all forms needed for chapters are on the Nat'l web page [vva.org](http://vva.org). Depending on your chapters by-laws elections are annual or every 2 years. If your election report is not filed with national you risk losing your charter, any change of officers must be filed to State and National also deceased members to National. Delegates at National and State meeting hold the vote so make sure your delegates are on file.
5. When sending info Nat'l or State copy to PDF files and not Jpeg.
6. Questions and Answers.

F.S.C. Secretary  
Vinnie Rega