

## Secretary's "Kit"

These are the items that I bring with me to meetings.

Inside a pouch:

Colored index cards or 3x3 Post Its (not yellow)—to use as ballots in case you need to vote by ballots

Pens (You would be amazed how many people will ask you if you have an extra pen)

Red pen (for correcting minutes)

Scissors

Scotch tape

Mini stapler and staples

Paper clips

Rubber bands

Painter's tape (for posting financial reports & minutes at Association Meetings)

Also helpful to have:

Band-Aids

Safety pins

Sewing kit

Ruler

Marker

Highlighter

Notebook paper