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tips for the vfw auxiliary secretary vfw Apr 05 2021 web secretary are outlined in sections 812 and 812a of the national bylaws and in the booklet of instructions a section on secretary minutes that outlines the what should be included in the minutes and gives suggestions of how a secretary might read a sentence to cover a particular part of a meeting

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6 confirm appointments and times

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company secretaries have the potential to make over

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the executive committee meeting using the same guidelines and format for chapter meetings in addition the secretary should present a report to the executive committee each officer receives a copy of the minutes from the executive committee meeting maintaining chapter records

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