FFA | TEMPLATE

FFA Meeting Minutes Template

Meeting minutes template for the FFA chapter secretary to record attendance, motions, votes, and assignments at each meeting in a consistent format the chapter can file and review later.

Farm / unit: _____ Date: _____ By: _____

Chapter name, date, and place

Presiding officer and time called to order

Officers and members present

Minutes of last meeting approved

Reports given

Motions made and by whom

Results of each vote

Assignments and who owns them

Next meeting date

Time adjourned and secretary signature

TIP Write minutes the same day while details are fresh, then have the advisor review before filing them.