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## THE COMPLETE MINUTES MANUAL



American Institute of Parliamentarians, United States, 2015. Paperback. Book Condition: New. 279 x 216 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.Have you ever been asked to serve as the secretary of a meeting and found yourself in a panic when it came time to prepare the minutes? Did you spend hours searching the Web deciding what should go into the minutes? This guide will answer many of the questions you may have regarding minutes and...

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- Released at 2015



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