

**SUGGESTED TEMPLATE FOR COMPONENT MEDICAL SOCIETY  
BOARD MEETING – MINUTES OF THE MEETING**

Name of the Component Medical Society

Venue

Date

**MINUTES OF THE MEETING**

I. ATTENDANCE

No.		PRESENT	ABSENT
1			
2			
3			
4			
5			

II. CALL TO ORDER: Meeting was called to order at \_\_\_\_\_ (TIME) \_\_\_\_\_

III. PRAYER: Led by: \_\_\_\_\_

IV. DETERMINATION OF QUORUM: The meeting commenced with a quorum.

V. DISCUSSION

Issues and Concern	Discussion	Board Resolution (if applicable)	Person/Office Responsible

VI. ADJOURNMENT: There being no further items to discuss, the meeting was adjourned  
\_\_\_\_ (TIME) \_\_\_\_\_:

moved by \_\_\_\_\_ and seconded by \_\_\_\_\_.

Prepared by:

\_\_\_\_\_  
(Printed Name and Signature)  
CMS Secretary

Approved by:

\_\_\_\_\_  
(Printed Name and Signature)  
CMS President