



# Secretary's Record



\_\_\_\_\_  
Year

\_\_\_\_\_  
County

**Contents:**

- Duties of the 4-H Secretary
- Directions for the 4-H Secretary
- Tips for a good record
- The club program
- Reports of meetings
- Minutes of meetings
- Visitors and attendance

Club Name \_\_\_\_\_  
Organizational Leader \_\_\_\_\_  
President \_\_\_\_\_  
Vice President \_\_\_\_\_  
Secretary \_\_\_\_\_  
Treasurer \_\_\_\_\_  
News Reporter \_\_\_\_\_

Congratulations on being elected to the important office of secretary of your 4-H club! You have been given the responsibility of keeping the record of the business meetings and activities of the club.

Your job is important. You will keep the “official” record of the club’s action for the benefit of the other members, the 4-H leaders and your Extension staff.

## **Duties of the 4-H Secretary**

- Sit with the president at the desk or table in front of the room during the meeting
- Keep an accurate record of proceedings of all meetings. Record officers elected, committees appointed, and other business brought before the club in the Secretary’s record.
- Call the roll (remain seated) at the request of the president and record the attendance on the sheet provided (next to last sheet in this record book).
- Read minutes of last meeting when the president calls for them. Make corrections given by members of the club.
- When called upon by the president, state any unfinished business left from the previous meeting.
- Read correspondence directed to the club when called upon by the president and prepare replies when necessary. Write letters for the club when necessary.
- Collect and record reports of all committees and all written resolutions.
- Cooperate with the reporter in preparing articles for the newspapers.
- Call meeting to order in absence of president and vice-president and have a temporary chairman elected to preside.
- Assist the president during the meeting by writing motions as stated. Be responsible for restating the motion
- Advise the president on matters of business to be taken up. Help start and stop on time.
- Inform the president when it is necessary to be absent. The president will appoint a temporary secretary for the meeting.

- Keep copies of the 4-H Meeting Report when you have completed filling it out. These copies should be kept on file with your club’s documents.

## **Directions for Keeping the Secretary’s Records**

### **The 4-H Club Program**

At the beginning of the year, the club will make plans for each meeting. The planning may be done by 4-H officers or a program committee along with the 4-H leaders.

### **The Minutes of the Meetings**

The secretary will keep the minutes (or official record) of each meeting. The minutes should include:

- The date and place of the meeting
- The report of the roll call
- The reports of officers and committees
- The total income and expenses reported by the treasurer
- A record of motions made and seconded. Include the name of the person making the motion. It is not necessary to record the discussion on the motion. The action of the club on the motion (passed or failed) must be noted.
- Include other important activities of the club

### **The 4-H Meeting Report**

At the close of each meeting, the 4-H Meeting Report should be completed and kept on file.

### **The Attendance Record**

At the back of the book, you will find a page for the record of attendance. Write the names of all the club members on this sheet when they join the club. Mark the attendance at the time of each meeting. Have all visitors sign the visitor’s sheet.

## Check Sheet for 4-H Club Secretary's Record

### Neatness and Legibility

The writing is easy to read if handwritten \_\_\_\_\_

The margins are even \_\_\_\_\_

There are minimal erasures \_\_\_\_\_

### Completeness and Accuracy

The club program sheet has been completed \_\_\_\_\_

The yearly goals for the club are stated \_\_\_\_\_

The minutes and meeting reports are up to date and complete \_\_\_\_\_

The record of attendance is up to date \_\_\_\_\_

Reports have been signed by the secretary or leader \_\_\_\_\_

Spelling and grammar are correct \_\_\_\_\_

## Closing the Records of the Year

At the end of the year, the leader and club secretary may put together the club records that should be kept. These may include the club program, enrollment sheet, meeting reports, attendance report and financial records. These records should then be presented to the new leader, the new club secretary or a club historian for safekeeping and future reference.

## Tips for a Good Secretary's Record

- Type or use a very dark pencil or pen to write in the Secretary's Record. If you are writing, write clearly and neatly. Keep margins even. Keep erasures to a minimum. Make certain that spelling and grammar are correct.
- Keep the record up to date. Write the meeting report just as soon as possible after the meeting is over.
- Have the club president and leader sign the program sheet along with the secretary. The club leader should also sign the club reports.
- Keep attendance records accurate and up to date.
- Pictures, clippings, certificates, etc. should not be kept in the Secretary's Record. A club historian may be selected to keep a scrapbook for the club. A group picture, news reports on club activities and the secretary's record from previous years may be of interest to the 4-H members and parents in the future.

# Club Program Report

\_\_\_\_\_  
**Name of Club/Group**

\_\_\_\_\_, 20\_\_\_\_\_  
**Date Organized**

Specific goals selected each year will help the group progress and increase their accomplishment. The officers, the program committee, or the entire club may be involved in setting goals for the year. Examples of the goals the group may wish to adopt: (1) to enroll at least five new members, (2) to have every parent attend two or more meetings, (3) to have 100 percent completion of projects, (4) to better inform the community of club activities.

### List Goals for this Year:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### Meeting schedule and plans:

Date	Place	Plans for the meeting (Judging, demonstrations, tours, discussion topics, etc.)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

### List club committees that have been appointed:

- |          |          |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

\_\_\_\_\_  
4-H Secretary

\_\_\_\_\_  
4-H President

\_\_\_\_\_  
4-H Leader

**Keep this copy in the Secretary's Record.**



## Sample of Secretary's Minutes

Minutes of the Meeting of November 16, 20\_\_

The meeting was held at the home of Tyrone Thomas.

The meeting was called to order by Valerie Ortiz, president. The secretary took roll call and all 12 members were present. The minutes of the last meeting were read, corrected and approved.

Jason Hughes, chair of the program committee, presented the suggested program for the coming year and asked for other suggestions. Jennifer Wang moved that the program be accepted. The motion was seconded and carried.

Nekisha Scott reported for the recreation committee. The committee will appoint two members to lead recreation at each meeting. The committee will have suggestions for games and activities and will serve as resources for those asked to lead recreation.

Lan Phan, Ashley Panowicz, Michael Sorenson and Carlos Carillo were welcomed as new members. Their names were added to the membership list.

The business meeting adjourned. The next meeting will be at Elizabeth Benning's home on November 30. It will be a Thanksgiving party. After the business meeting, Valerie Ortiz gave a demonstration on first aid.

Respectfully submitted,

Tyron Thomas, Secretary

NOTE: The secretary may want to write the minutes in pencil on a separate sheet of paper and copy them into the Secretary's Record after the minutes are approved at the next meeting.



Keep this copy in the Secretary's Record and, if requested, you may want to make a copy to send to your Extension Office.

\_\_\_\_\_ County

### 4-H Meeting Report

Name of Club/Group \_\_\_\_\_ Date of Meeting \_\_\_\_\_ 20\_\_

Where was the meeting held? \_\_\_\_\_

Number of members present \_\_\_\_\_ Number of others present (parents, visitors) \_\_\_\_\_

List briefly what was done or discussed at the meeting:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How many news items were written by reporter since last report? \_\_\_\_\_

The next meeting:

Place \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

\_\_\_\_\_  
4-H Secretary

List materials that are needed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
4-H Leader



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How many news items were written by reporter since last report? \_\_\_\_\_

The next meeting:

Place \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

\_\_\_\_\_  
4-H Secretary

List materials that are needed:

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4-H Leader







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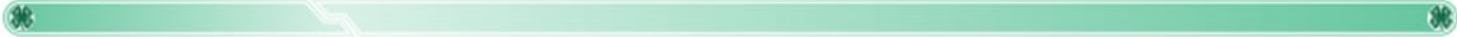
\_\_\_\_\_  
4-H Secretary

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4-H Leader





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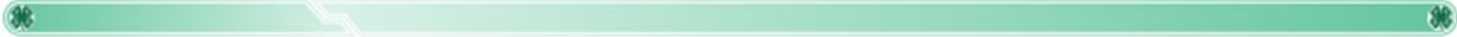
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\_\_\_\_\_ 4-H Leader





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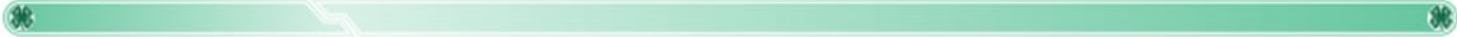
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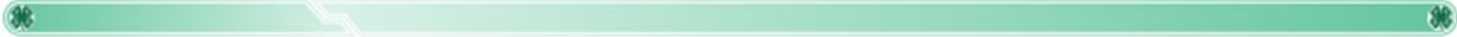
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\_\_\_\_\_  
4-H Leader









