



Secretary's Record



Year

County

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Club Name _____

Organizational Leader _____

President _____

Vice President _____

Secretary _____

Treasurer _____

News Reporter _____



Extension is a Division of the Institute of Agriculture and Natural Resources at the University of Nebraska–Lincoln cooperating with the Counties and the United States Department of Agriculture.

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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 secretary should complete the club program page. This program should be available for all club meetings so you can check your progress.

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.



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.



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 a minimum of 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.

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 5 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. _____
2. _____
3. _____
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 meeting held? _____

Number of members present _____ Number of others present (parents, visitors) _____

List briefly what was done 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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4-H Leader



Minutes of Meeting of _____, 20_____

Lined writing area consisting of 24 horizontal lines.

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

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