

SECRETARY'S BOOK

Program Year 2015-2016

Name of President:

Secretary:

Club:

4-H Community Club Leader(s):



University of California Cooperative Extension
Division of Agriculture and Natural Resource

TABLE OF CONTENTS

Criteria for Evaluating Secretary's Books	4
Responsibilities of the Secretaries	5 - 6
Officers and Leaders	7 - 8
Committees	9 - 11
Roll of 4-H Members	12 - 16
Calendar of Meetings and Events	17 - 18
Club Meeting Plan for the Year	19 - 20
4-H Club Meeting Minutes Sample	21 - 22
4-H Club Meeting Minutes Template	23 - 24

**Insert your Club Bylaws after club meeting minutes

University of California Cooperative Extension

4-H Youth Development Program

Criteria For Evaluating Secretary's Book

The Secretary's Book should include the following:

1. Neat and complete cover.
2. Complete officer and leader information.
3. List of committees and the committee chairpersons and members.
4. Club roll complete and up-to-date.
5. Complete Calendar of Meeting and Events
6. Complete Meeting Plan for the Year
7. Complete minutes.
8. Club by-laws.

A neat and complete cover is desirable. Communications may be included but will not be considered necessary. Extra pages may be added and bound in a three-ring notebook.

You are permitted to use your computer or typed forms as long as they include the information asked for on each page of the 4-H Secretary's Book.

RESPONSIBILITIES OF THE SECRETARIES

Depending on the size and needs of the club, the secretarial duties can be performed by one person or shared by a recording secretary, a correspondence secretary, and even an attendance secretary. Together these officers would establish and maintain a secretary's binder containing club documents for the current program year. Computers can be used for writing minutes and maintaining a record of attendance.

Recording Secretary

General Duties

- Record the proceedings, or "take minutes," of each meeting.
- Set-up and maintain a secretary's binder for the program year. Include sections for: annual goals and annual program plans; the club roster and attendance; meeting minutes; committee reports; and correspondence.

At Club Meetings

- Sit next to the president at the front of the room.
- Stand and read minutes of the last meeting when the president calls for them to be read. Make corrections to the minutes if club members indicate they are needed.
- Record minutes of all meetings.
- Record all motions and the names of the people who make and second those motions. At the request of the president, read the motion aloud to the group as stated. Record changes to a motion. Enter the final motion and

Important Secretarial Jobs

- Write accurate minutes
- Update the roster of members
- Record attendance at meetings
- Write thank-you notes
- Reply promptly to correspondence
- Don't procrastinate! Write-up minutes and correspondence soon after each meeting while your memory and notes are fresh!

Meeting Minutes Should Include

- Date, place, and time of meeting
- Name of person presiding
- Action on previous minutes
- Treasurer's report
- Communications read
- Other officer's reports
- Committee reports
- Motions
- Description of program
- Description of recreation
- Announcements
- Date, place, and time of next meeting

membership vote in the minutes.

- Record the names of officers elected, committees appointed, and other business conducted during the meeting. Make note of the meeting's guest speakers and any demonstrations, entertainment, or activities that took place during the meeting.
- Record the treasurer's report in the minutes of the meeting.
- Keep a list of topics that are discussed and require further discussion at the next meeting ("unfinished business"). When called upon by the president, state the nature of any unfinished business that needs attention. If there is no unfinished business, state that to the president.
- Collect and file all committee reports.
- If you must miss a meeting, make sure that the secretary's binder gets to the meeting. The corresponding secretary or someone appointed by the president will take the minutes.

Continued page 6

RESPONSIBILITIES OF THE SECRETARIES

End of Year

- Give the community club leader a completed secretary's binder with minutes from all club meetings.
- As requested, assist the community club leader with enrollment paperwork for new members and leaders.
- Update the member roster.

Correspondence Secretary

General Duties

- When called upon by the president, read aloud to the club members any correspondence received by the club.
- Report on any letters you have written on behalf of the club since the last meeting.
- During the meeting, make notes of any correspondence that club members decide they want you to write.
- Send "thank you" notes to guest speakers and to people who make donations to the club.
- File all correspondence in the secretary's binder.

Attendance Secretary

General Duties

- Take roll at each club meeting and keep a record of attendance. This may be done by calling each name, by distributing a sign-in sheet, or by taking attendance as members arrive.

OFFICERS & LEADERS

OFFICERS	NAME	ADDRESS	PHONE
President			
Vice President			
Secretary			
Treasurer			
PROJECT	NAME OF PROJECT LEADER	ADDRESS	PHONE

Calendar of Meetings and Events

List regular and project meetings and special events like a tour or picnic. Obtain dates for county, regional, and state events from county Extension office.

Month	Meetings / Events
September	
October	
November	
December	
January	
February	
March	

Calendar of Meetings and Events (continued)

Month	Meetings / Events
April	
May	
June	
July	
August	

Community Club Meeting Plan for the Year

Month	Business / Event	Program <small>Demonstrations, speakers, music, crafts, etc</small>
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		

Meeting Plan for the Year

Month	Business / Event	Program Demonstrations, speakers, music, crafts, etc
July		
August		

4-H CLUB MEETING MINUTES SAMPLE

(All names used in sample are fictitious)

4 – H CLUB MEETING MINUTES (Page 1 of 2).

The meeting of the Union 4-H club was called to order by: Jack Brown, president.

At (time): 7:30 p.m. On (date): February, 5, 2007 At (location): Union Community Hall

Flag salute and 4 – H pledge led by: Jim Harris and Sally Jones

Action on previous meeting's minutes: The minutes of the January 3, 2007 meeting were read and approved with the following corrections. The correct date of the talent program is Saturday, March 21, 2007.

Treasurer's Report (Include expenditures since last meeting, income since last meeting, and current balance):

No expenditures since last meeting. A deposit of \$86.04 was made from the proceeds of our club rummage sale. Current balance of \$252.28.

Correspondence: A thank you letter from the food bank was read. A congratulations letter sent to the new county All Stars was read.

Other Officers' Reports: Reporter, Mary Griffin, submitted a newspaper article about our food drive to the local paper. It was printed, and a copy was given to our historian. Recreation Officer, Tim Taylor, requested that members bring their baseball gloves, bats and other equipment to the club picnic on Saturday, March 14.

4-H Council Report: No report presented at this meeting.

Committee Reports: Sarah Carr, parade committee chair, reported that 14 members have been working hard to finish the float for the Founders' Day Parade. Christy Hamilton, community service chair, reported that her committee is planning an Easter Egg coloring party for the children's ward at the hospital during spring break.

Old Business: There was no old business.

4-H CLUB MEETING MINUTES (Page 2 of 2)

New Business: Mike Reynolds moved that the members sponsor a cleanup for the Community Hall grounds on Saturday, April 17, The motion was seconded and carried. Mike volunteered to chair the committee and was appointed. Harry Clark, June Harris, Ellen True, and Tom Blake volunteered to be on the committee.

Announcements: Mr. Glen Arndt announced a countywide Share-the-Fun program to be held at the Parkview School auditorium on Saturday, March 27.

Next Meeting: Union Community Center on March 5, 2007, at 7:30 p.m.

Business Meeting Adjourned: 8:15 p.m.

Program: Demonstration – Mike Reynolds – “How to Bathe Your Dog”

Project Exhibits – Beginning Crafts Project – June Harris, Molly Lee

Songs – led by song leaders Sue Williams & Ned Williams

Recreation: Recreation Officer, Tim Taylor, led the group in a jumping stick relay

Date: _____ Signed: _____

Corrections and/or additions:

Date: _____ Signed: _____

_____ **4 – H CLUB MEETING MINUTES**

_____ (date)

(Page 1 of 2)

The meeting of the _____ 4-H Club was called to order by:

At (time) _____ On (date) _____ At (location) _____

Flag salute and 4 – H pledge led by: _____

Action on previous meeting's minutes: _____

Treasurer's Report (Include expenditures since last meeting, income since last meeting, and current balance)

Correspondence: _____

Other Officers' Reports: _____

4-H Council Report: _____

Committee Reports: _____

_____ **4 – H CLUB MEETING MINUTES**

_____ (date)

(Page 2 of 2)

Old Business:

New Business:

Announcements:

Next Meeting:

Business Meeting Adjourned at (time) _____ by _____

Program:

Recreation:

Date: _____ Signed: _____

Corrections and/or additions:

Date: _____ Signed: _____

