



UNIVERSITY of NEW HAMPSHIRE  
COOPERATIVE EXTENSION



## 4-H Club Secretary's Record Book

**Name of Club** \_\_\_\_\_

**County** \_\_\_\_\_ **Year** \_\_\_\_\_

**Officers:**

**President:** \_\_\_\_\_

**Vice President:** \_\_\_\_\_

**Secretary:** \_\_\_\_\_

**Treasurer:** \_\_\_\_\_

**Other(s):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **4- H Club Secretary**

The office of Secretary is an important one. Your club has elected you because they thought you could do the job. As an officer, you are expected to work with the other officers in carrying out the goals of the group. As secretary, you have the responsibility of keeping the records of the club's business. Your secretary's book is the official record of your 4-H club for the year. It will contain the record of business transacted at each meeting. It also lists members, committee members and leaders and their responsibilities.

### **Responsibilities**

1. Keep a complete list of all members and record attendance at the meeting.
2. Take minutes at each meeting and read them at the next meeting.
3. Receive, read, and reply to correspondence.
4. Preside at the meeting if the President and Vice-President are absent.
5. Notify members of meeting or special club activities.
6. Send a report of each meeting to County Extension Educator
7. If you are unable to attend a meeting, notify your president so another member can serve as acting secretary. If you are able, get your secretary's book to an officer or club leader.
8. At the end of the club year, give your completed secretary's book to your club leader. Deliver all secretary's supplies and club records to your successor.

### **At the Meeting**

- Arrive at the meeting place ahead of time.
- Discuss items of business with the leaders and the president.
- Call the roll when directed by the president (remain seated).
- Read the minutes (stand to read the minutes). To be certain they are correct, the person presiding asks "Are there any corrections to the minutes?" If someone suggests a correction, make the correction above it. If an addition is suggested, write it in the margin. Be prepared to call old business or tabled or postponed motions to the attention of the club. Make enough notes so you can carefully record the minutes at the meeting.

## **Minutes of the Meeting**

- Use a three-ring notebook to hold you secretary's information, Minutes of Meeting forms, and notepaper.
- Take notes of all business conducted at the meeting- copy information on the Minutes of Meeting forms as soon as possible after the meeting. Minutes should be neat, legible, and written in ink.
- Keep your notes in case the secretary's book is lost.
- Minutes should include the following information:
  - Whether it is a regular or special meeting.
  - Name of your 4-H Club.
  - Date and place of the meeting.
  - Number in attendance – members, leaders, parents, visitors.
  - Name of the chairman and secretary or substitutes.
  - A statement that the minutes were read.
- Disposition of the minutes of the previous meeting (approved as read or approved as corrected).
  - Important facts about announcements made.
- All motions, the name of the persons making them and the disposition of the motions (carried or lost). In your notes you should put the number voting for and against each motion when the vote is being shown in hands or a standing vote.
  - Persons appointed to committees and assignments.
  - Program presented.
- Assist the president during the meeting.
- Write down motions as stated. If you do not understand a motion or do not have time to write it down, request that the motion be restated. You are responsible for being able to state the motion.
  - Help maintain parliamentary procedures.
- Announce old business, if any, when the president asks, "Is there any old business?" If there is none, state so to the president.

## **Correspondence**

Arrange all correspondence (letters, cards) received since the last meeting in convenient order and take to the meeting.

Read communications when requested by the president. If there are none, you should state so to the president.

Reply to correspondence or write letters, cards, as directed by your club.

Be sure to put your return address on the letter.

## Attendance Record of Meetings

[illegible]

Enter names alphabetically by last names at the beginning of the year. As new members join, enter their names at the end of the list. Mark an “X” in the attendance section on the date a new member joins. At roll call, make a “✓” in the attendance section when a member is present. Leave the box blank when a member is absent.

## List of Committees

When a committee is appointed, write the name of the committees and the names of the members appointed to the committee.

**Committee Name:** \_\_\_\_\_

**Committee Members:**

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**Committee Name:** \_\_\_\_\_

**Committee Members:**

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**Committee Name:** \_\_\_\_\_

**Committee Members:**

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**Committee Name:** \_\_\_\_\_

**Committee Members:**

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**List of Leaders**

<b>Name of Leader</b>	<b>Leadership Area</b>	<b>Phone Number</b>

Date: April 8, 2005

## Minutes of Meeting

Place: 4-H Building

Number Present: Members 15 Leaders 5 Parents 10 Visitors 2 Total Attendees: 32

Minutes: The regular monthly meeting of the Happy Hustlers 4-H Club was held March 3, 2005 at the community building. The meeting was called to order by Sally, president, and the minutes recorded by Bruce, secretary. The minutes of the previous meeting were read and approved.

A letter of appreciation was read from Mrs. White for the gift sent to her by the club.

Cary, chairman of the membership committee, reported eight boys and girls were ready to join the club.

The secretary reported the following unfinished business: the motion that the club provide scholarships for 4-H leaders to the State Leaders' Conference was tabled at the last meeting. Frank moved to take from the table the motion that the club send 4-H leaders to State Leaders' Conference. The motion was seconded and carried.

Bill moved to amend the motion by inserting the word "four" before the words "4-H leaders". The motion to amend was seconded and carried. The motion as amended carried.

New Business: Karen moved that the club consider beautifying and improving the community building and grounds; a committee of three to be appointed by the president. Motion seconded and carried.  
Building and Grounds Improvement Committee: Robert, Chairman, Sue and Vickie.

Jim Stevens moved that the meeting be adjourned. Motion seconded and Carried.

Program: \_\_\_\_\_

Dr. Mary Jacob talked to us about the ways our diet affects our emotions. She showed a film about this.

Bruce Smith, Secretary .

Date: \_\_\_\_\_

## Minutes of Meeting

Place: \_\_\_\_\_

Number Present: Members: \_\_\_\_\_ Leaders: \_\_\_\_\_ Parents: \_\_\_\_\_ Visitors: \_\_\_\_\_

Total Attendees: \_\_\_\_\_

Minutes:

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Approved By: \_\_\_\_\_





## 4-H Pledge

I pledge

My HEAD to clearer thinking

My HEART to greater loyalty

My HANDS to larger service and

My HEALTH to better living for my  
club, my community, my country and  
my world.