



Secretary Hints

As secretary, write the minutes in a standard form. Take only the notes that are necessary for writing the minutes. Ask members to give you a copy of reports and long, complicated motions they make. You should make notes of what was done, motions made, who made them and what happened to the motions. Include the following in the minutes;

- Name of the Club
- Kind of meeting: Regular or Called
- Date and Place
- Who presided and who was secretary
- Whether the minutes were read and approved
- A brief summary of reports and announcements
- All motions that were made with the full name of the person who made them (tell what was done with each motion)

The secretary should sign the minutes after they are approved.

Sample

Clover Clan 4-H Club
Secretary's Report
For the November 10, 2006 Meeting
Location, City, NH

THOSE PRESENT: Adam Ant, Barbara Black, Carrie Cool, Dollar Bills, Edward Eager, Florence Flower, Gary Great, Heather Hands, Mrs. Mary Moss (leader), and Susy Smith, presiding.

The meeting was called to order by President Smith at 7:02 pm. The Secretary's report was read and accepted as presented. The Treasurer's Report was read and accepted as presented. The Club now has a balance of \$486.93 in its treasury. There were no committee reports at this time.

OLD BUSINESS:

Our cookie sale was a success and all packages were sold. Members said the Installation ceremony was fun.

NEW BUSINESS:

A committee was formed to plan a club Christmas Party. Serving on the committee are Adam Ant, Carrie Cool, and Heather Hands. They will contact each member on the date, place and time as well as what to bring

Members should begin practicing public speaking in preparation for the January county event. More details will be shared at next month's club meeting.

T-shirts are available to any club member who doesn't have one.

The next Club Business Meeting is December 8th, at 7:00 pm at the clubhouse.

The meeting adjourned at 7:40 pm and was followed by a craft making session led by Mrs. Moss.

Respectfully Submitted,

Florence Flower, Secretary

Sample

Clover Clan 4-H Club MEETING NOTICE

The meeting of the Clover Clan 4-H club will be on Wednesday, November 10, 6:45 pm in the library at Merrimack Valley High School, Penacook, NH.

Officers will participate in Merrimack County Officer Training. Members should bring a pen or pencil and paper.