



SECRETARY DUTIES

CALLS THE MEETING TO ORDER IF PRESIDENT AND VICE PRESIDENT ARE ABSENT

KEEPS MINUTES OF THE MEETING

TAKES ROLL CALL

READS MINUTES OF THE LAST MEETING

READS CORRESPONDENCE TO THE CLUB

REMINDS MEMBERS OF SPECIAL MEETINGS BY PHONE OR POSTCARD

WRITES CLUB LETTERS

KEEPS COPY OF CLUB'S YEARLY PLAN IN SECRETARY'S BOOK

SECRETARY

Facilitator Instructions:

- Make enough photocopies of the following incorrect minutes for each secretary.
- Make enough photocopies of the Mock Meeting Minutes Worksheet (page 15) for each secretary.
- Make enough photocopies of the Meetings Notes Worksheet for each secretary from the 4-H Secretary record Book (page 5)
- First, give each secretary a copy of the incorrect minutes. Work together to cross out any unnecessary information. Then hand out the Mock Meeting Minutes Worksheet. Work together to correctly fill in the Worksheet with the information from the incorrect minutes.
- The correct minutes, written on the Mock Meeting Minutes Worksheet, are to be read at the mock meeting.
- Hand out the Meeting Notes Worksheet. Discuss how to take concise and efficient notes during the meeting and how to write the final minutes in the same format as the Mock Meeting Minutes Worksheet without just filling in the blanks. Suggest to the secretaries that they make enough copies of the Meeting Notes Worksheet to use at every club meeting. Show them where to locate the worksheet in *The 4-H Secretary Record Book*.