



# 4-H Club Secretary Handbook



# 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 a copy of the club's yearly plan in the Secretary's book



## 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 your 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.

**Place:** Room C.

**EXAMPLE**  
**Meeting Minutes**

**Date:** 01/01/2020

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

**Minutes:**

The regular monthly meeting of the Bee Happy 4-H Club was held January 1, 2020 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 Jones moved that the meeting be adjourned. Motion seconded and carried.

**Program:**

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

Signature,  
Sign to Authenticate



**Extension**



## 4-H Club Secretary's Record Book

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

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

Officers:

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

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

## Attendance Record of Meetings

Name of Member	Meetings attended											Phone Number	

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 "U" 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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# Basic Parliamentary Procedure



Order of Business, Making a Motion,  
Amending a Motion and Voting  
Procedures

## ORDER OF BUSINESS

- 1.) Call to order
- 2.) Opening- 4-H Pledge, 4-H Creed, American Pledge, Poem
- 3.) Minutes- Chair: “Will the secretary read the minutes of the last meeting?”
- 4.) Approval of Minutes- Chair: “Are there any corrections to the minutes? If not, the minutes are approved as read.”
- 5.) Correspondence- Chair: “Is there any correspondence?” (If action is necessary, motion is made by reporting member.)
- 6.) Treasurer’s Report- Chair: “The treasurer will now report...Are there any questions? ... This has been read for your information and will be placed on file for audit. Motion is made to approve the treasurer’s report.”
- 7.) Approval of Bills- Chair: “Are there any bills to be approved?” (Motion is made to approve the payment.)
- 8.) Reports- Officers and Committee Chair People- Only if a report is to be made. (A report requiring action should include a motion for such action.)
- 9.) Unfinished Business- Chair: “Is there any unfinished business?”
- 10.) New Business- Chair: “Is there any new business?”
- 11.) Announcements- Chair: “Is there any announcement?” These could be from the County newsletter.
- 12.) Adjournment- Chair: “Is there any further business?” If not, there needs to be a motion to adjourn.
- 13.) Program- Chair: “The program committee will now present the program.”
- 14.) Fun and games or refreshments.



## MAKING A MOTION TO INTRODUCE BUSINESS

### **Member**

- 1.) Member rises and addresses the Chair
- 2.) Waits for recognition from the President
- 3.) Member states the motion: "I move that..."
- 4.) Another member seconds the motion while seated

### **President**

- 1.) The President states the motion..."It is moved and seconded that..."
- 2.) President calls for discussion or debate. "Is there any discussion?"
- 3.) The President takes a vote when all who wish to speak have done so. Chair: "The motion is that the club... All in favor say Aye, those opposed say no."
- 4.) The President announces the results of the vote: "The Ayes have it and the motion is carried and the club will..." (Or "The noes have it and the motion is lost").

## AMENDING A MOTION

Amend means to change wording of a motion to make it more acceptable before taking final action.

Amendments are made after motions have been made.

### **To Amend a Motion**

- 1.) Rise and address the President
- 2.) The President recognizes the member by name
- 3.) The member states the proposed amendment by saying, "I move to amend the motion by adding \_\_\_\_\_." Your motion might be to amend by striking out and adding or by substituting a word or sentence in a motion.
- 4.) Second the motion to amend.
- 5.) The President calls for discussion by saying, "It has been moved and seconded that the words \_\_\_\_\_ be added to the motion. Is there any discussion on the proposed amendment?"

If the motion is carried the President states the motion as it is amended and the club proceeds to discuss and vote on the motion. If an amendment does not carry, the President takes up the original motion, completes discussion and takes a vote. A motion can be amended only once.

## VOTE

### **Five ways:**

- Voice
- Show of hands
- General Consent
- Ballot
- Standing

# DUTIES OF ELECTED 4-H OFFICERS

## PRESIDENT DUTIES

- Presides at all meetings
- Appoints committees
- Casts deciding vote if there is a tie
- Encourages all members to take part
- Arranges for Vice President to preside if unable to attend
- Sees meetings start and stop on time
- Helps members and leaders plan the yearly program
- Restates motion for a vote
- Conducts meeting according to parliamentary procedure

## VICE PRESIDENT DUTIES

- Presides when president is absent
- Assists other officers in arranging for and conducting meetings
- Serves as chairman of the program committee
- Hosts and introduces Guest Speakers

## 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 post card
- Writes club letters
- Keeps copy of Club's yearly plan in Secretary book

## TREASURER DUTIES

- Receives all money
- Keeps records of amounts of money received
- Deposit club funds in special club accounts
- Pays out money only when approved by club
- Keeps accurate records in treasurer's book
- Gives report on financial condition at each meeting

## REPORTER DUTIES

- Submits reports to local newspaper
- Makes collection of all newspaper items for permanent records
- Writes articles which tell who, what, where, when and how, including people's names
- Writes story of each meeting to send to the local 4-H office or local paper.
- Sends advance information of an event to the local paper and writes a follow-up.

## RECREATION LEADER DUTIES

- Plans special activities for the club
- Leads and gives instructions for playing games
- Plans games and recreation for the club
- Plans activities for early arrivals
- Keeps play fair and promotes good sportsmanship
- Enthusiastic, friendly and plays the game themselves
- Forms a recreation committee when needed
- Plans more games for the meeting than needed.



# 4-H CLUB 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**.