

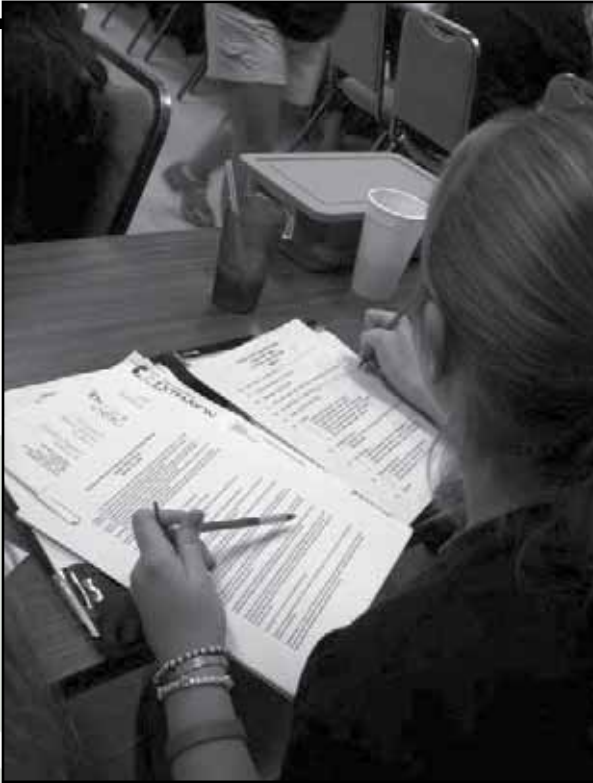
4-H CLUB OFFICER HANDBOOK

# SECRETARY



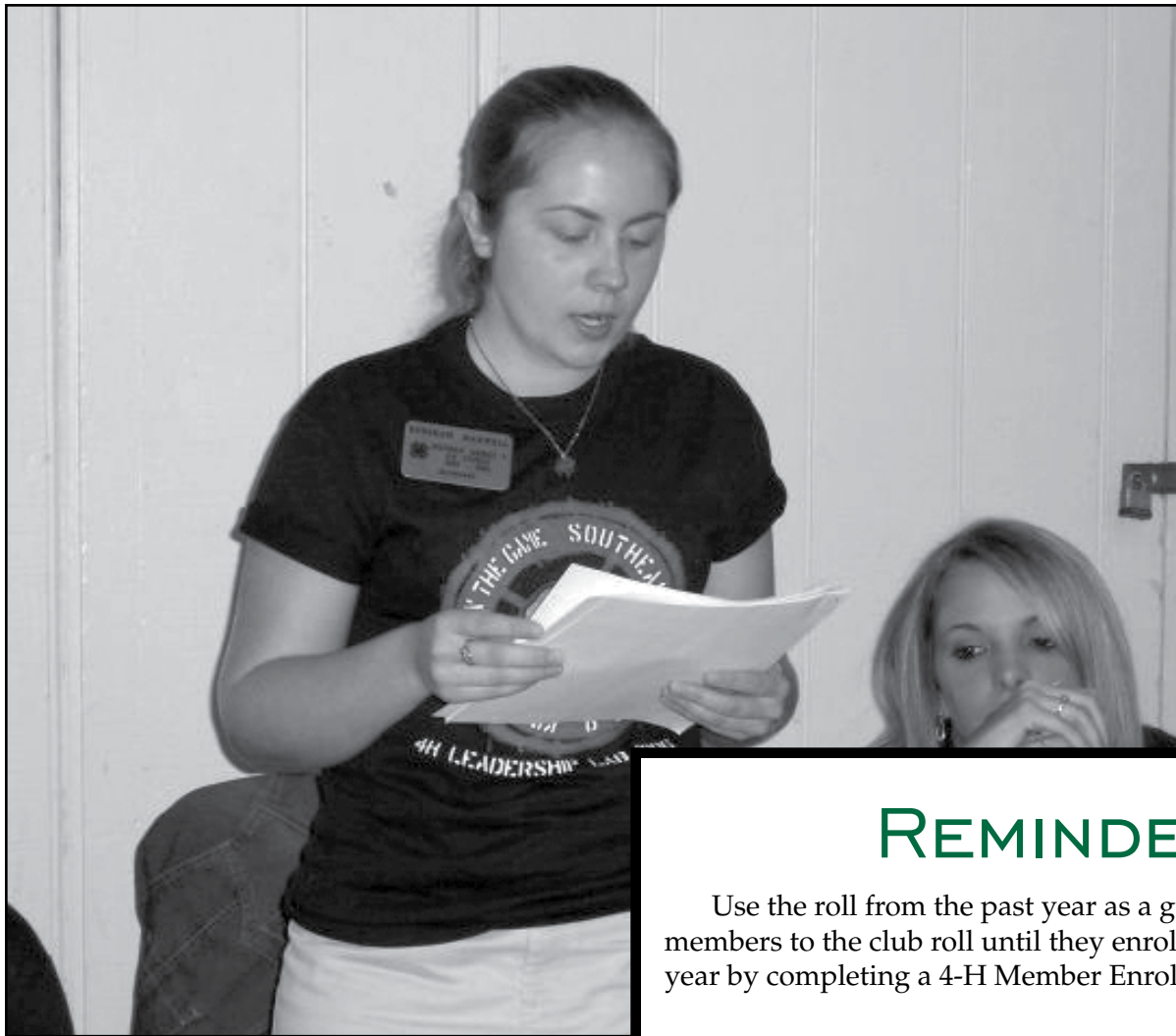
# SECRETARY

Congratulations! Your fellow club members have selected you to lead them through a successful 4-H year as Secretary. In case you have some questions about what to do, this guide will help you understand your duties. It also gives you some tips for doing the best job possible. Good luck!



## DUTIES

- Keep an accurate, current roll of all club members.
- Serve on the Membership Committee so you know when new members join and can keep the roll up-to-date.
- Call the roll and check attendance at each meeting.
- Keep complete and accurate minutes of all meetings.
- At each meeting, read minutes of the previous meeting.
- Handle club correspondence. This includes reading letters to share information with club members and writing letters for the club.
- Contact members who have missed three consecutive meetings in a row and extend a special invitation for them to attend the next meeting.
- Arrive at least 30 minutes early to help set up for each meeting.



## REMINDER:

Use the roll from the past year as a guide, but do not add members to the club roll until they enroll for the current 4-H year by completing a 4-H Member Enrollment form.

### BEGINNING THE 4-H YEAR

- Get last year's secretarial records from the previous secretary. Minutes of the last club meeting written by the previous secretary should be the first minutes that you read in the new year.
- Set up a system for keeping your secretarial records. You may want to purchase a three-ring binder. In your notebook, you need:
  - Secretary Duties
  - 4-H Club Leadership Team Information
  - 4-H Club Membership and Attendance Roster
  - 4-H Club Meeting Notes Form
  - Sample Club Minutes (as a reference)
- Use the roll from the past year as a guide, but do not add members to the club roll until they enroll for the current 4-H year by completing a *4-H Member Enrollment* form.
- Obtain a complete and accurate roll of club members from the club manager as members enroll. Write all members' names in the *Club Membership and Attendance Roster*.
- Plan club meetings for the year with the Executive Committee. Members will be assigned responsibility for different parts of the meetings. Record these assignments in the minutes of the committee meeting.



## REMINDER:

Promptly write the minutes and sign them.  
The president then signs them after they have been approved.

### PREPARING FOR THE 4-H MEETING

- Decide on a topic for roll call. Members can answer roll call with their favorite hobby, New Year's resolution, a program idea for the coming year, a current news item, 4-H project information or other topic.
- Be ready to read the minutes of the last meeting for approval.
- Be prepared to read any club correspondence.

### DURING THE 4-H MEETING

- Announce the roll call topic and call the roll. Mark members present with a "P" or check mark (✓).
- Stand and read the minutes from the last meeting. Speak clearly and loudly enough for all members to hear.
- Have the President sign the minutes after they have been approved.
- Take notes on the *4-H Club Meeting Notes* form or on tablet paper.
- If you cannot attend a meeting, send your copy of the Secretary's Record Book to the President, who will appoint a substitute. That person will check the attendance, write the minutes and sign the minutes as "Secretary Pro Tem."

### AFTER THE 4-H MEETING

- Promptly write the minutes and sign them.
- Write thank-you notes to the speakers or to others, if necessary.
- Complete other tasks assigned by the President.
- Send a copy of the approved minutes to your county Extension office.



## REMINDER:

Do not put discussion, personal opinion, adjectives or interpretations in the minutes. Minutes are a record of what was done – not what was said.

### WRITING THE MINUTES

- Write minutes properly. They are more than just a handy reference; they become a written history of the club.
- Do not put discussion, personal opinion, adjectives or interpretations in the minutes. Minutes are a record of what was done – not what was said.
- Be sure to include:
  - Name of club and kind of meeting (for example, regular or special)
  - Place, date and time of meeting
  - Who presided and who was secretary
  - Number attending and names of new members and/or guests
  - Whether the minutes were read and approved
  - Summary of the Treasurer's report
  - Brief summary of other reports and of announcements
  - Record of all motions made and the full names of individuals who made the motions
  - Record of whether the motions passed, failed or were referred to a committee
  - Names of members appointed to committees
  - The subject of the program and the name of the person who presented the program
  - Names of individuals who led recreational activities and provided refreshments
  - Signature of the Secretary (when the minutes are written)
  - Signature of the President (when the minutes are approved)

### OTHER RESPONSIBILITIES

- Be ready at any time to explain what business is pending, who was appointed to committees and other club matters. As secretary, you are actually the President's secretarial assistant.
- You may introduce motions, discuss them and vote on all business. As secretary, you have all rights of membership.

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Revision