



County \_\_\_\_\_

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

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

Year \_\_\_\_\_

Congratulations! Your fellow club members have elected you to serve as secretary for the coming year. This is both an honor and a responsibility. As a 4-H club officer, you represent not only your club, but also the 4-H program throughout the state. Are you ready to assume the important office of secretary? This guide will help you understand what your role is as an officer and how to carry out your many official duties.

### **Duties of the Secretary**

As secretary, your responsibilities include:

- Keeping an accurate record of proceedings of all meetings and special activities.
- Maintaining a list of all members and their attendance at meetings and activities.
- Calling the roll of members at the president's request.
- Completing the minutes and signing them prior to the next meeting.
- Standing to read complete and accurate minutes at every meeting.
- Correcting minutes as directed by the president.
- Having the president sign the minutes after they are approved.
- Recording the treasurer's report and other officers' reports in the minutes.
- Recording committee reports in the minutes.
- Restating motions and looking up items in the minutes at the president's request.
- Reminding the president of unfinished business.
- Sharing correspondence with the club.
- Writing letters as directed by the club.
- Keeping a record of all officers and committees.

- Maintaining a current copy of the club's program, constitution and by-laws.
- Conducting meetings when the president and vice president are both absent.
- Turning in the completed book at the end of the year for the club's permanent records.



### **Guidelines for Secretaries**

Before each meeting, gather all correspondence received since the last meeting so you can present it to the club. Be sure to have an up-to-date roll of members for easy attendance taking. Check the minutes of the last meeting for old business, such as tabled or postponed motions, and make a note to bring each item to the attention of the president.

After the meeting, write the minutes as soon as possible. Your minutes will be much more accurate and complete if you do them right away. If handwritten, be sure the final minutes are neat, legible and written in ink. If using a word processor, be sure the final minutes are in a font that will be easy to read. Sign the completed minutes. The person who is presiding when the minutes are approved will also sign. Write any necessary business letters or thank you letters on behalf of the club.

After the last club meeting, give your completed notebook containing the club roll, communications, committee lists, leader list and meeting minutes to your leader. Be prepared to deliver all the secretary's supplies to your successor.

### **Club Roll**

It is the secretary's responsibility to keep an accurate record of each member's attendance. Enter the names of your club's entire membership in your Club Roll list at the beginning of the club year. List the names alphabetically by last name. When new members join, simply add them to the bottom of the roll.

When the president asks you to take roll at the meeting, you should stay seated. Keep roll calls interesting by asking for various responses. This also lets members get to know each other a little better. Some possible answers could be:

- favorite ice cream flavor
- dream vacation destination
- project work accomplished so far

- your middle name
- favorite cartoon character
- what you like best about Ohio
- a hobby you have
- a characteristic of a good leader
- something you are thankful for
- a safety goal

Another way to vary roll call is to have members guess the number of candies (or jelly beans, peanuts, etc.) in a jar. After roll call, the person with the closest guess claims the prize!

When a member is present, mark an “x” in the correct box; when a member is absent, leave the box blank.



### **Leader, Officer and Committee Lists**

Keep a list of all club volunteer advisors including their phone number and email address. Also list all officers of the club. Having this information all together in one place will help you be able to quickly contact the leaders of the club. You may also want to copy the list for other Advisors and officers when it is complete.

Keep a list of committees. These include standing committees of the club as well as any special committees formed during the year. A worksheet is available to help you organize this information.

### **Meeting Minutes**

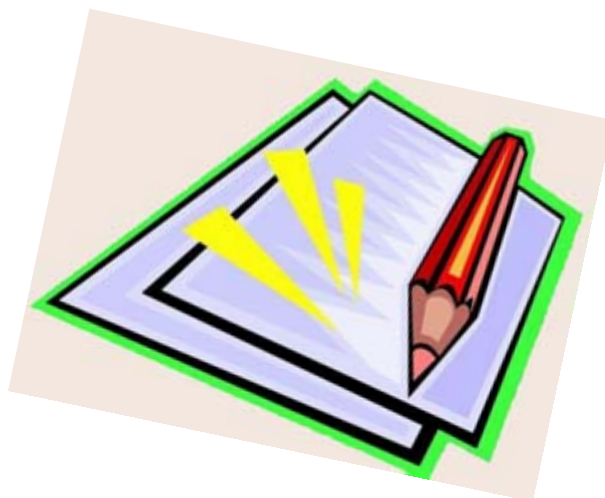
The minutes of the meeting are the secretary’s most important job. The official minutes of the meeting are a permanent record of the 4-H club’s activities and actions. Minutes need to be neat and easy to read. They should always be written in ink or typed. In the minutes, you will need to include the following:

- Type of meeting (regular or special).
- Name of your club.
- Place and date of the meeting.
- Name of presiding officer.
- Time the meeting began.
- Number of members, leaders, parents, and guests present.

- A statement that the minutes were approved as read or corrected.
- An accurate treasurer's report that shows previous balance, money received since last meeting, payments made after the last meeting and current balance.
- Reports of other officers and committees.
- Complete motions including:
  - Name of the person making the motion.
  - Exact wording of the motion.
  - Who seconded the motion.
  - Whether it passed or failed.
- Committee appointments and assignments of members.
- Type of program and presenter's name.
- Record of all members giving demonstrations and their topics.
- Acknowledgement of services to the club such as who provided recreation, refreshments, etc.

Two worksheets are provided for you to take notes on at the meeting. Pick the one that works best for you. Make copies of the form so you have a new one to use at each meeting. Additional forms are available on line to download.

After the meeting is over, transfer the information into a narrative summary on the "Official Minutes Form". You will sign the bottom and the president (or presiding officer) will sign after the minutes have been approved. This document should be kept as your official club record.



## Sample Minutes

Secretary's Minutes  
Helping Hand 4-H Club  
January 20, XXXX

The Helping Hand 4-H Club meeting was called to order at 7:00 p.m. by President Green Thumb. The meeting was held at the Community Building.

### Pledges

Pledges to the flags were led by Silver Star and Waving Hand.

### Roll Call

Roll call was to name your favorite color. There were 24 members, 3 advisors and 6 guests present.

### Secretary's Minutes

Minutes of the December 18 meeting were read and approved.

### Treasurer's Report

Treasurer's report showed a beginning balance of \$543.89; income of \$15 from the fair booth; and expenses of \$95.20 for pizza and pop at the Christmas party; for a current balance of \$463.69.

### Other Officer's Reports

Scoop Writer, news reporter, sent a news article to the Firelands Farmer and Norwalk Reflector about the Christmas Party.

### Committee Reports

Red Clover, chairman of the Christmas Party Committee, reported that 14 members attended the annual event. Gifts were exchanged among those present. \$95.20 was spent on pizza and pop for the party. Mary Doe moved to accept the committee report. Fawn Deer seconded the motion. Motion passed.

### Unfinished/Old Business

There was no unfinished business.

### New Business

Mary Doe moved to sell candy bars for the annual fund raiser. Sandy Helper seconded the motion. After much discussion, Larry Helper moved to refer the motion to a committee of three to be appointed by the president and report back at the next meeting. Chris Clover seconded the motion. Motion passed. President Green then appointed Mary Doe, Silver Star and Waving Hand to the committee. The committee will meet and present their suggestions for a fund raiser at the next meeting.

John Brush moved to donate \$100.00 to the Fair Board to use for stone under the Cloverbud Barn. Chris Clover seconded the motion. Motion passed.

Misty Rain moved to have a Valentine's Party. Motion died for lack of second.

Advisor's Report

Mrs. Helper borrowed project books from the Extension Office so members may look at the different project books available.

Larry Helper moved to adjourn the meeting. John Brush seconded the motion. Motion passed and the meeting was adjourned.

Educational Program

The Educational Program for the evening was members talking about the projects they took last year and what projects they might take this year. Everyone was given a Family Guide to 4-H and then looked through the project books Mrs. Helper brought to the meeting.

Recreation and/or Refreshments

The Hand family served punch and cookies. There was no recreation.

Respectfully submitted,

*Cramped Hand*

Cramped Hand

Secretary

*(have president sign after being approved)*

Green Thumb

President

## Club Program

It is important that every 4-H club prepare a program of activities at the beginning of the year. This program may be prepared by the Executive Committee (the officers), a special program committee, or any variation that works in your club. The proposed program always needs to be adopted by the club. The secretary must include in the minutes the person who moved to adopt the program of activities for the year, who seconded the motion and whether the motion passed or failed. Keep a copy of the adopted club program in the secretary's book.

A club program of activities may take on many forms. It may be a single sheet or any size of booklet. The club program should include:

- Meeting dates, times and locations
- Special meeting topics (safety, health, achievement, etc.)
- Special activities planned (community service, project work, field trips, etc.)
- Demonstration dates, who is providing refreshments, etc.

## Club Constitution and Bylaws

Every 4-H club is required to develop a constitution and bylaws. This document reflects the organization of the club and contains any special club rules.

The entire 4-H club is responsible for writing the constitution and bylaws. These documents should be reviewed by the club each year. There should be a motion, second and passing vote recorded in the minutes adopting the constitution and bylaws each year. Changes to the constitution must be approved by a 2/3 majority vote of the club. Bylaws may be changed with a standard majority vote any time throughout the year.



Each member should sign a copy of the approved constitution and bylaws each year. This signifies that every member accepts and is bound by the terms included.

A constitution contains the basic operating premise of the club. It will not change very often. A club constitution should include:

- The official name of the club.
- The objective or purpose of the club.
- Who is eligible for membership. (It must include state 4-H guidelines and be nondiscriminatory.)
- What officers shall be elected.
- Rules for amendments.
- The date of adoption and the current year of approval.

Bylaws are the club's operational rules. They may change throughout the year. Bylaws may include:

- Order of business for a club meeting.
- How officers are nominated and elected.
- Duties of the officers
- List of standing committees.
- How special committees are set up.
- What is expected of members.
- Rules regarding the completion of projects.
- Meeting attendance rules and consequences if rules are not met.
- How bylaws may be amended.

Material adapted by:

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References:

Huron County 4-H Secretary's Manual, Bonnie Malone, author.

4-H Secretary's Record Book, Kansas State University, June 2005.

Secretary, Ohio 4-H Club Officer's Guide, The Ohio State University, 2002.

Reviewed by:

Bill Harris, Extension Specialist, 4-H Youth Development,  
Center at Wooster, Ohio State University Extension

Year \_\_\_\_\_

# Club Roll

Name of Member	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Phone #	E-mail
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<b>Name of Member</b>	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Phone #	E-mail
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# List of Committees

When a committee is formed write the names of the committee and the names of members appointed to the committee.

\_\_\_\_\_ Committee  
\_\_\_\_\_ Chairperson

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Committee  
\_\_\_\_\_ Chairperson

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\_\_\_\_\_ Committee  
\_\_\_\_\_ Chairperson

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\_\_\_\_\_

# Lists of Advisors & Officers



## Advisors

Name of Advisor	Leadership Area	Phone #	E-mail

## Officers

Member Name	Office Held	Phone #	E-mail

## Official Meeting Minutes

Location: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Number Present: Members \_\_\_\_\_ Advisors \_\_\_\_\_ Parents \_\_\_\_\_ Guests \_\_\_\_\_ Total Present \_\_\_\_\_

*Type your meeting minutes in the space below. Print and insert a copy of the minutes into your secretary's book and save a copy on your computer.*

\_\_\_\_\_  
Secretary's Signature

\_\_\_\_\_  
President's Signature





## 4-H Club Meeting Worksheet

Take notes during the meeting here. Copy neatly or print off and staple on the next page before the next meeting.

Place \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Club Officer Presiding \_\_\_\_\_ Regular or Special Meeting (circle)

Pledges Lead By: \_\_\_\_\_

Roll Call \_\_\_\_\_

Number of: Members Present \_\_\_\_\_ Advisors Present \_\_\_\_\_ Guests Present \_\_\_\_\_ Total \_\_\_\_\_

Minutes from \_\_\_\_\_ Minutes Approved \_\_\_\_\_

Minute Corrections \_\_\_\_\_

Treasurer's Report \_\_\_\_\_

Other Officer's Reports \_\_\_\_\_

Committee Reports \_\_\_\_\_

Unfinished Business \_\_\_\_\_

New Business \_\_\_\_\_

Educational Programming (speaker, field trip, etc.) \_\_\_\_\_

Demonstrations \_\_\_\_\_

Advisor's Announcements and Report \_\_\_\_\_

Adjournment \_\_\_\_\_

Recreation \_\_\_\_\_

Refreshments \_\_\_\_\_

# Meeting Notes Worksheet

This form is used to keep notes for writing the minutes after the meeting.

## A. Opening:

- Pledge of Allegiance by \_\_\_\_\_
- 4-H Pledge by \_\_\_\_\_
- Roll Call was \_\_\_\_\_ and answered by:  
Members \_\_\_\_\_ Advisors \_\_\_\_\_ Number of Parents \_\_\_\_\_ Guests \_\_\_\_\_ attending.

## B: Officer Reports

- Minutes of last meeting approved as: read corrected
- Correspondence: \_\_\_\_\_
- Treasurer Report: \_\_\_\_\_
- Other Officers: Reporter: \_\_\_\_\_  
Historian: \_\_\_\_\_  
Other: \_\_\_\_\_
- Leaders: \_\_\_\_\_  
\_\_\_\_\_

## C. Committee Reports

- Committee: \_\_\_\_\_ by: \_\_\_\_\_  
motion \_\_\_\_\_ pass/fail
- Committee: \_\_\_\_\_ by: \_\_\_\_\_  
motion \_\_\_\_\_ pass/fail

## D. Unfinished/Old Business

- \_\_\_\_\_
- \_\_\_\_\_

## E. New Business

- \_\_\_\_\_ moved to: \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail
- \_\_\_\_\_ moved to: \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail
- \_\_\_\_\_ moved to: \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail
- \_\_\_\_\_ moved to: \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

## F. Announcements (county dates and reminders, upcoming activities)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

G. Adjournment: move by \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

H. Program: \_\_\_\_\_

I. Refreshments provided by: \_\_\_\_\_

J. Next meeting will be held on \_\_\_\_\_