

4-H Club Secretary

Duties

As secretary, your responsibilities include:

- Keeping an accurate record of proceedings of all meetings and specials 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.

Club Roll Call

When it is time for roll call, call each club member individually to check if they are present. BE CREATIVE, ask the club members to respond with different answers besides here.

Suggestions for Roll Call Topics:

- your middle name
- favorite cereal
- what you like best about Ohio

Ohio 4-H Secretary's Record Book.

<http://www.ohio4h.org/product/files/Secretary%20Record%20Book.pdf>

Sample Minutes Worksheet

The _____ (regular or special) meeting of the _____ 4-H Club was held _____ (date) at _____ (place). _____ (name of President or substitute) called the meeting to order at _____ (time). There were _____ (number) members, _____ (number) parents and _____ (number) visitors present. _____ (name) led the Pledge to the American Flag and _____ (name) led the 4-H Pledge.

Secretary (or substitute), _____ read the minutes of our last meeting. They were _____ (approved as read or approved as corrected.)

The Treasurer's report was given and received as read. Our balance as of _____ (date) was \$ _____. (Note: if annual audit is presented, approval of the report is required and should be noted as you would a motion.)

The following committee reports were given: (Record committee name and person presenting report, plus any pertinent facts. If a motion is made regarding the subject, record the motion as stated, the name of the maker [not the seconder] and whether it carried or lost.) _____

Leader/Project Leader Reports given were: (Record project, person reporting plus pertinent facts and action taken.) _____

Old Business discussed was: (Include motions pending or postponed, but not acted on at last meeting.) _____

New Business discussed was: (Include all motions made, the name of the persons making them and whether carried or lost. Include the number voting for and against each motion when the vote is by a show of hands, ballot or standing.) _____

(Remember to write down all motions as stated. You may request a motion be repeated if you did not get it all written down or restated if you did not understand what was proposed. You are responsible for being able to restate [read] the motion to the club members if asked by the President. **Record what is done — not what is said!**)

Our program was: (Programs may include demonstrations, guest speakers, community service activities, tours, films, or project work.) _____

Announcements included: (important facts only) _____

Our next meeting will be _____ (date, time, place). A motion to adjourn the meeting was made by _____ (name), seconded and passed unanimously. The meeting was adjourned at _____ (time). (Note: the President may simply adjourn the meeting or ask for a motion to adjourn in which case the person making the motion needs to be noted.)

Include who served refreshments and if games/songs were led by the recreation/song leader. _____

Signature of Secretary: _____