



# Secretary's Guide

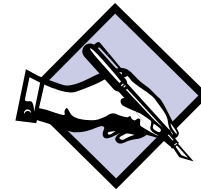
4-H 450-W

The secretary of the club is an essential link in the chain of individuals who have been given leadership responsibilities. The secretary has the responsibility to work with the other officers for the improvement of the club as a whole. In addition, he/she has a unique responsibility to keep the records of the club's business and activities. The secretary is the only one charged with this responsibility. His/her records are the "official" records of the club. Official records should include all actions voted on as well as other activities included in the "How to Write Minutes" section below.

A sample secretary's book is available for use. Check with your club leader or Extension office for a copy (4-H 217 Secretary Record Book) Keeping the book up to date from meeting to meeting is the responsibility of the secretary. He/she can keep it in pencil, ink, or typed in a computer whichever is preferred.

The secretary should sit near the president so that:

- He/she may hear what is said and can take notes on the meeting.
- All members can see and hear during the reading of the "minutes" (report) of the previous meeting.



Take care with the "notes" of each meeting. Jot down a note or two about each important thing as it takes place. Write the minutes in the secretary's book soon after taking the notes. Don't let them get "cold"!

The secretary's primary job is to keep records of the meetings, but there are some other jobs to do. It is up to him/her to keep accurate membership records. In one section of the secretary's record book there are spaces for keeping the membership roll, address of each member, ages, years in club work, project, and attendance record. These records, too, should be kept up to date at all times.

Do your part as secretary to make meetings "click." Have the secretary's book up to date and ready to read at each meeting.



## How to Write Minutes

Minutes are the record of what a club does at each meeting. Minutes of the club may include:

- Kind of meeting, whether regular or special.
- Name of club.
- Number of members present and names of special guests.
- Answer to roll call.
- Statement that minutes of the last meeting were presented and approved.
- Officer reports.
- A record of all business carried on, including motions made, who made them, and whether motions were carried or lost.
- Record of committees appointed and committee reports.
- Names of persons taking part and what they did on the program.
- Record of demonstration presented, special features on the program, and recreation planned.
- Time and place of next meeting.



## Questions for Thought

1. What are the jobs of the club secretary?
2. How will it help to serve as secretary?
3. In what ways can you help the club?
4. How do you make the minutes interesting to read?
5. Do you have a record of the club's past history?
6. Is it important to include everything in the minutes, or just a summary?

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This material may be available in alternative formats. [www.four-h.purdue.edu](http://www.four-h.purdue.edu)



# Outline For Secretary's Minutes

\_\_\_\_\_ 4-H Club Meeting  
(name of club)

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

Presiding Officer \_\_\_\_\_

**Pledges** given by: American \_\_\_\_\_ 4-H \_\_\_\_\_

**Secretary's Report** - minutes of previous meeting given by: \_\_\_\_\_

\_\_\_\_\_  
(Circle accepted or revised and write any corrections above.)

**Treasurer's Report** given by: \_\_\_\_\_ Amount in Treasury \$ \_\_\_\_\_  
Accepted or revised (Circle one)

**Educational Program or Demonstrations:** Title \_\_\_\_\_

Name(s) of Presenter(s): \_\_\_\_\_

## **Committee Reports and Actions**

1. Committee Report on \_\_\_\_\_

Given by \_\_\_\_\_; written report attached \_\_\_\_; spoken only \_\_\_\_\_

Recommendations or action \_\_\_\_\_

\_\_\_\_\_  
Motion made by \_\_\_\_\_ Seconded by \_\_\_\_\_

Vote: For \_\_\_\_\_ Against \_\_\_\_\_

2. Committee Report on \_\_\_\_\_

Given by \_\_\_\_\_; written report attached \_\_\_\_; spoken only \_\_\_\_\_

Recommendations or action \_\_\_\_\_

\_\_\_\_\_  
Motion made by \_\_\_\_\_ Seconded by \_\_\_\_\_

Vote: For \_\_\_\_\_ Against \_\_\_\_\_

3. Committee Report on \_\_\_\_\_

Given by \_\_\_\_\_; written report attached \_\_\_\_; spoken only \_\_\_\_\_

Recommendations or action \_\_\_\_\_

Motion made by \_\_\_\_\_ Seconded by \_\_\_\_\_

Vote: For \_\_\_\_\_ Against \_\_\_\_\_

**Unfinished Business:**

1. Item \_\_\_\_\_ given by \_\_\_\_\_

Motion \_\_\_\_\_

Motion made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Vote: For: \_\_\_\_\_ Against: \_\_\_\_\_

2. Item \_\_\_\_\_ given by \_\_\_\_\_

Motion \_\_\_\_\_

Motion made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Vote: For: \_\_\_\_\_ Against: \_\_\_\_\_

**New Business:**

1. Topic \_\_\_\_\_ given by \_\_\_\_\_

Assigned to \_\_\_\_\_ Committee. Committee Appointed? Yes or No

Motion: \_\_\_\_\_

Motion made by \_\_\_\_\_ Seconded by: \_\_\_\_\_

Vote: For: \_\_\_\_\_ Against: \_\_\_\_\_

2. Topic \_\_\_\_\_ given by \_\_\_\_\_

Assigned to \_\_\_\_\_ Committee. Committee Appointed? Yes or No

Motion: \_\_\_\_\_

Motion made by \_\_\_\_\_ Seconded by: \_\_\_\_\_

Vote: For: \_\_\_\_\_ Against: \_\_\_\_\_

New Committees

1.

2.

Other Reports Given (list name of presenter and activity/report):

Health & Safety \_\_\_\_\_

Recreation \_\_\_\_\_

Song \_\_\_\_\_

**Announcements** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Members present \_\_\_\_\_ + Guests \_\_\_\_\_ = Total Attendance \_\_\_\_\_

Respectfully submitted by,

\_\_\_\_\_, Secretary

\_\_\_\_\_, President

## **SECRETARY'S BOOK SHOULD CONTAIN**

1. Constitution and by-laws of the club
2. A copy of club program
3. List of aims, projects and objectives of the club
4. List of club officers, addresses and phone numbers
5. List of committee chairpersons and members of committees
6. Membership List
  - a. Addresses and phone numbers
  - b. Township
  - c. Committees
7. Minutes of regular meetings

## **DUTIES OF SECRETARY**

For each meeting:

1. Take minutes of monthly meeting.
2. Spend a few minutes with the President before the meeting and go over the agenda to see that all essential business is included.
3. Have on hand a complete yearly calendar, with holidays, club activities and major community events clearly marked.
4. Have copies of all correspondence received by the club during the month.

During the meeting:

1. Be sure attendance is taken.
2. Secretary's "Report" should contain:
  - Call to order
  - Pledge given
  - Songs
  - Secretary's Report and action
  - Treasurer's Report and action
  - Old business
  - Motions and Actions
  - (Discussions on items of business are not required)
  - Committee reports given by
  - Recommendations & actions only
  - Committees appointed
  - New Business—Motions & actions only
3. Be alert on procedure of meetings.
4. Keep a sharp eye on calendar when dates are being discussed.

Duties between meetings:

1. Write minutes of last meeting.
2. Prepare secretary's report.
3. Keep committees and officers informed of their appointments.
4. Write Thank You letters to program participants.
5. Keep membership list up-to-date.
6. Make sure materials for contest reports, club publicity, etc., are saved for future use of the club.

## **Suggestions for 4-H Club Secretaries**

Congratulations on your election as Secretary of your 4-H Club! This shows that your club members see you as a person who will take on responsibility and who they can rely on to do the many jobs required of a club secretary.

Following are some suggestions that are important for a Secretary to know and do.

1. Keep a concise, accurate summary of all meetings in the form of Minutes. Use a "4-H Club Secretary's Record Book" (4-H 217) to record your minutes. Have the minutes of the previous meeting ready to present at the next meeting.
2. Keep accurate records of all club members and check occasionally with your leader to see that you both have the same people enrolled.
3. Sit at the front of the meeting room next to the president. Here you can see everyone and everyone can see and hear you.
4. Keep an accurate attendance record.
5. Keep an accurate record of members' participation in various 4-H activities such as demonstrations, judging, Share-the-Fun, Round-Up, etc.
6. List projects each member is enrolled in.
7. If necessary, notify club members of next meeting date, place, and time. You might want to use a phone chain to help you contact the club members.
8. Handle all club correspondence. Remember to write Thank-You notes to individuals or groups who have helped your club in any way.
9. Meet with your club leader at fair time to determine project completions.
10. Meet with your club leader after the fair to help them complete any necessary records for the club.

Obviously, you have a big job that carries a lot of responsibility. Therefore, anytime that you cannot be at one of your club meetings, be sure that you have contacted someone to do your job at that meeting.

Read and carefully study the pamphlet entitled "Secretary's Guide" (4-H 450) for more ideas and suggestions.