



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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