

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.