



4-H Junior Leader Secretary Role Description

Qualifications:

- Good Listener
- Ability to communicate effectively in written form or by typing on a laptop/computer

Skills:

- Positive attitude and team player
- Reliable
- Organization and time management

Responsibilities:

- Keep an accurate, current roll of all club members.
- Call the roll and check attendance at each meeting.
- Take notes during the meeting. Make sure you capture the exact wording of any motions. Then, as soon as possible after the meeting, while it is still fresh in your mind, write or type a more detailed and complete set of minutes to keep as the official record of the meeting. Minutes should include:
 - List of attendees plus the names of visitors
 - Topics of discussion and main points raised
 - Exact wording of all motions
 - Results of all motions (count the votes)
- At each meeting, read minutes of the previous meeting.
- Handle Jr. Leader correspondence. This includes reading letters to share information with club members and writing letters for the club, including thank you letters.
- During the meeting, restate motions as needed and look up items in past minutes if necessary.

What you will gain from this:

- Career readiness skills
- Record keeping skills
- Enhanced communication skills

