

Considerations for Reviewing 4-H Secretary Book

MEETING MINUTES

Complete

- Note: Date, start time, end time, and location of meeting
- Identifies who called the meeting to order, who lead the pledges, who moved and seconded the motions
- Treasurers report is noted with an ending balance
- Who gave speech and demonstrations
- Next meeting logistics

Roll Call

- Roll Call attendance sheet is included with a listing of the roll call topic at each meeting.

Overall Neatness of Minutes

- Written, printed neatly (computer produced minutes are acceptable – place your signature at the bottom of the minutes to customize them)
- Minutes are in date order

SECRETARY BOOK REVIEW

Age of Secretary: _____ Name: _____ Club: _____

Meeting agenda included: Y N Meeting minutes included: Y N Minutes handwritten or typed (circle one)

Secretary Reports	Excellent (3)	Average (2)	Needs (1) Improvement
Date, Start & End time, Location of Meeting			
Attendance Record (roll call)			
Identifies who called the meeting to order			
Secretary's approved			
Treasurers Report Approved Club Finance discussion noted			
Notation of people who: Moved the Motion/Seconded/Failed or Passed			
Who adjourned the meeting Speeches and Demonstrations Given by Next meeting logistics			
Overall effort (neatness of notes)			
Total			

Please include comments explaining ratings: