



## 4-H CLUB SECRETARY

Congratulations on being elected to one of the most important offices in your club! The club has entrusted to you the responsibility of maintaining the records. Much of the success of the club depends upon the working relationship between you and the president. This is your opportunity to help the president make the club “click.”

### Duties of the Secretary

- 1) Sit with the president at the desk or table in front of the room.
- 2) Record any officers elected, committees appointed, and other business brought before the club.
- 3) Call the roll at the request of the president and record the attendance.
- 4) Stand and read minutes of the last meeting when the president calls for them; make corrections given by 4-H'ers of the club.
- 5) When called upon by the president, state any unfinished business left from the previous meeting; if there is none, so state to the president.
- 6) Read correspondence directed to the club or council when called upon by the president; write replies when necessary.
- 7) Initiate correspondence as directed by the club. Keep copies of all correspondence for future reference.
- 8) Collect and record reports of all committees and all written resolutions.
- 9) Cooperate with the reporter in preparing articles for the newspaper.
- 10) Call the meeting to order in the absence of the president and vice-president and have a temporary chairman elected to preside.
- 11) Assist the president during the meeting by writing each motion as stated. Be prepared to read the motion.
- 12) Advise the president on matters of business to be taken up. Help to start and to stop on time.
- 13) Maintain a record of all officers, standing committees, and special committees.
- 14) Inform the president if you will be absent. The president will appoint an acting secretary for the meeting.
- 15) Submit regular reports to the leader or to the county Extension office.
- 16) Attend the officers' training session.

## What the Minutes of the Meeting Should Contain

- 1) Name of the club or council; hour and place of the meeting.
- 2) Name of the presiding officer, roll call, approval of the secretary's minutes, and the treasurer's balance.
- 3) A summary of reports given.
- 4) Business transacted. Each motion should be fully and accurately recorded, giving the exact wording, and the name of the person seconding it. The result of the vote should also be given. State whether the motion passed or failed.
- 4.a) State the time that the meeting was adjourned.
- 5) Signature and title of person who recorded the minutes.

*Adapted from: 4-H Officers Training Handbook, University of Florida (IFAS Extension)*

### EXPLANATION

The Secretary's Record Book is actually a club record book which is the summary of members, leaders, activities, attendance, financial reports, accomplishments and a story of these accomplishments for each year. The first thing you should do is to read the "How Can A Club Use A Club Record" page. This will be a good guide for you. Probably one of the most important things to realize is that this particular record is not the sole responsibility of the club secretary. It is shared by these people: the club secretary, treasurer, reporter and the general and assistant adult leaders who work with the club officers to identify needs, leadership and programs for the club or who at least gives structure and direction to this kind of selection, decision making and planning.

**NOTE:** The pages included in this book can be used as is or as a guide. If your club has a system in place, use it. Treasurer's forms using MS Excel are available. Call the 4-H office for more information

### Pages:

The first page of the book will be a **Junior Leader & Officer Summary**. This should be put in the secretary's book.

**\*Calendar of Club Activities** -- Each club makes a plan. If you have copied this and provided it to each family, then attach it and place it in the book, or write your club plan with as much detail as you can and put it into this book. Next year's planning and year-end report will be much easier to write if the calendar of club activities is as complete and as explicit as possible. Send a copy of this to the UW-Extension Office as soon as you complete it.

**\*The Attendance Record** -- It is the responsibility of the club secretary to take attendance and to update it at each meeting.

**\*The Financial Record** -- Each club probably has a separate treasurer's book that is handed from treasurer to treasurer. This may be a very good idea; however, a summary of the finances, the income and the outgoing money of each club should be entered by the treasurer into this club secretary's record so that it becomes part of the record of your 4-H club, all kept in one place.

**\*Minutes of Club Meetings** is the next section. The one copy remains in your Secretary's Club Record. A second copy needs to be sent to the UW-Extension Office so we know what is happening at your club meetings month-by-month. If you would like to use a computer to type out the minutes, that is ok. You may e-mail me your minutes instead of mailing them if you want (email address: [lori.hendrickson@co.clark.wi.us](mailto:lori.hendrickson@co.clark.wi.us)) or [Christine.hollar@co.clark.wi.us](mailto:Christine.hollar@co.clark.wi.us)

## SECRETARY NOTES

There are a few things that club secretaries need to remember as they prepare their club's minutes. These are important points to consider so your club has accurate records.

### FORMS (See next for more information)

There are forms included in your secretary's book that you can use for minutes. Please use them unless you use a computer to write up the minutes. If you use a computer be sure to include all the information at the top of the form including: Name of 4-H Club, Place, Date, Time, and Present (members, leaders, visitors & total). Do not forget to put the date, place and plans for the next meeting at the end of your report. You also need to sign it.

### SUBMITTING YOUR MINUTES

Club secretaries should submit their club's minutes to the UW-Extension Office after each meeting. Secretaries can submit their minutes on the form provided in the secretary's book or make a photocopy of the minutes they plan to keep for the club's records. There are three ways to submit minutes:

→ Mail: Christine Hollar Ed.D., 4-H Youth Development Agent  
517 Court Street, Room 104  
Neillsville, WI 54456

→ e-mail: [christine.hollar@co.clark.wi.us](mailto:christine.hollar@co.clark.wi.us)  
[lori.hendrickson@co.clark.wi.us](mailto:lori.hendrickson@co.clark.wi.us)

→ Fax: 715-743-5129

### SPELLING

Secretaries...it is your responsibility to submit minutes that are free of spelling errors. This is a skill that will remain with you the rest of your life, whether you use it when writing a paper or when putting together a resume. Before you submit your minutes, ask people to proofread them and don't be afraid to use a dictionary.

### COMPLETENESS

Many times minutes lack vital information, for instance, when listing club members within your minutes, always include **FIRST and LAST NAMES** and make sure they are spelled correctly. In addition, it is important to list the **TIME, DATE and PLACE** of the next club meeting. Oftentimes, one or more of those elements are missing from the minutes. As a former club secretary, one of the best pieces of advice I ever received from one of my club leaders was "**When writing meeting minutes, pretend you will be giving them to someone who knows nothing about your club or 4-H.**" In other words, include first and last names, explain the items discussed and be as complete as possible.

### NEATNESS

Finally, submitting neat, readable minutes is important. You do not necessarily have to type them, although, word-processed minutes are easiest to read, but try and write legibly. When attaching your name to club minutes, please sign your name clearly.

**These are some tips that will allow you to improve your written communication skills as a club secretary.**

*Adapted from Pierce County's 4-H Newsletter*