

Club Secretary's Award

The County Club Council has established a Club Secretary's Award as an educational tool to assist the club secretaries in keeping accurate records and to recognize them at Achievement Night each 4-H year. Gold, blue and red awards will be given to club secretary's using the Danish system of judging. Judging will be done by the County Club Council Secretaries and books will be returned to the club's Community Leader as the book is club property.

INSTRUCTIONS:

1. Submit by the deadline established by the County Club Council a complete Secretary's Record Book. NOTE: Late books will not be accepted for judging; however, each club MUST submit a Secretary's Record Book each year without exception

2. Include all items listed, in the order listed. Books should be in a three-ring binder along with the signed Secretary Award Information Sheet as the cover page for judging.

Dividers may be used but are not required. This form must be completed and signed by the Secretary(s) and the Club Leader for your book to be included in the competition.

3. Recording of minutes is the most important of the Secretary's duty and each month's minutes will be judged in detail. Information on the Secretary's role as an officer and writing minutes can be found in the 4-H Officer's Manual on the State 4-H website at <http://4h.ucanr.edu/Programs/Clubs/Officers/>.

JUDGING CRITERIA:

All items below should be included in your book in the order presented. The criteria for judging the Secretary's Record Book will be as follows:

Elements to Include	Possible Points
List of Club Leaders – Community Leader(s) and Project Leaders, complete with names, addresses, email addresses and phone numbers	5
List of Club Officers – Complete with name, office, addresses, email addresses and phone numbers	5
Member's Roll – A chart listing members and attendance record for club meetings	5
Annual Club Planner (club goals, plans, etc.)	5
Club Meeting Planner	5
Committee's List – Name of each committee, chairperson(s), members and adult advisor(s) (i.e., fundraising, budget, party, etc.)	5
Minutes for each month's meetings · A full and accurate account of the meeting, including full names, dates and places. (10 points) · Neatness is important! Typed or neatly written in ink. (5 points)	50

<ul style="list-style-type: none"> · Correct spelling and grammar. (5 points) · Include motions for all business decided by the club. What the motion was, name of the people who made and seconded the motion, and whether it passed or not. (i.e., Kelly Smith made a motion to approve the Treasurer’s Report as submitted; it was seconded by Patrick Fisher and passed by vote.) (10 points) · Treasurer’s Report – should include ending balance(s) for month, and explain income and expenses. (5 points) · Reports – given by club members, officers, leaders, committees, etc. (5 points) · Signed and dated each month by the Secretary (5 points) · Any additions or corrections to previous minutes, noted if necessary. (5 points) 	5
Current Constitution and By-Laws	5
Form 6.2 - Annual Inventory Report (http://4h.ucanr.edu/Programs/Clubs/Officers/)	5
Annual 4-H Club Planning Guide (http://4h.ucanr.edu/Programs/Clubs/Officers/)	10

TOTAL POSSIBLE POINTS 100

Awards: Gold = 85 points or more; Blue = 84-70 points; and Red = 70 points or less

Secretary's Award Information Sheet

Name of Club: _____

Name(s) of Secretary(s) _____

What obstacles and challenges did you, as Secretary(s), have to overcome in your role?

What learning experiences did you have as Secretary(s)? Which of the six "C's" did you develop more skills in (competence, confidence, connection, character, caring & contribution)?:

Dated: _____

Signatures: Secretary(s): _____

Club Leader: _____