

_____ County
UC 4-H



Secretary's Book

Club _____

Secretary _____

Year _____

Age _____

Grade _____

TIPS TO HELP YOU AS SECRETARY

Study the *4-H Secretary's Book* as soon as you receive it.

At the beginning of the year, fill in the information in the "Constitution and By-Laws," record property on hand and money on hand (from the treasurer's report or last year's *4-H Secretary's Book*), and list 4-H leaders and 4-H members.

When the yearly program is planned, complete "Club Plan for the Year."

Write up the minutes right after each meeting. See sample minutes on pages

Be accurate with names, motions, places, dates, etc.

After each meeting bring the *4-H Secretary's Book* up to date:

- Summary of treasurer's report
- Roll call
- Additions and/or corrections to previous meeting's minutes
- Reports of events
- Purchase of equipment

*Answer letters right away.

Sit at a table in front with the president.

Stand when reading minutes.

Let the president and community club leader know if you must miss a meeting. See that the *4-H Secretary's Book* gets to the meeting, check with the secretary pro tem to make sure the minutes were recorded and signed and that you have all the information you need to bring the *4-H Secretary's Book* up to date.

Work closely with the 4-H President and the Community Club Leader. Ask for help when you need it.

Be friendly, courteous, on time and dependable!

**If your club has a correspondence secretary, this is his or her responsibility.*

YOU, THE 4-H SECRETARY

The 4-H officers cooperate with the community club leader to guide the group program—meetings, events, project work, and participation in county events—so that each 4-H member learns something and as a happy, satisfying experience.

The position of secretary is as important as any other office and carries more responsibility than most. At the end of the 4-H year, the *4-H Secretary's Book* becomes a permanent historical record for your group for the year.

As secretary, it is your job to:

- Keep minutes of all business meetings
- Take roll and keep record of attendance
- Report to the president the old business to come before the 4-H meeting (this is found in the previous meeting's minutes)
- Advise president on matters of business for the 4-H members' action
- At the president's request, read the motion as stated
- *Read correspondence received
- *Write all letters required for the group's business
- When the president and vice president are absent, call meeting to order to elect a temporary chairperson
- Record all committee assignments
- Collect and record reports of all committees
- Collect and record reports of all 4-H events
- Submit Club Goals, Constitution/Bylaws, Club Plan and Club Budget to the 4-H Office by November 1st.
- Complete the *4-H Secretary's Book* at the close of the 4-H year

As an officer, it is your job to help:

- Plan the year's program
- Plan and arrange for 4-H meetings
- Start and close meetings on time
- Keep members informed of new things in 4-H work
- Develop a public relations program to inform the community about 4-H work
- Represent your club at special occasions
- Keep in touch with the 4-H Youth Development Staff
- Help new members get started
- Be hospitable to parents and visitors at meetings and events

**If your club has a correspondence secretary, this is his or her responsibility.*

Club Goals

Goals for the club should be set at the beginning of the year by the 4-H members. Goals should be measurable.

*Examples: The club will have five new project leaders.
The club will have ten new members.
The club will hold a 4-H parent night.*

Goals

Check those accomplished

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Club Bylaws and Constitution

Please be sure to include the most recent approved by-laws and/or constitution for the club in your records. If your club needs a sample to write or re-write the by-laws and/or constitution, please contact the 4-H office.

Club Budget

Your club should complete a budget and the beginning of the year. Include the budget in your records.

County Requirements

You must submit a copy of your club goals, constitution and/or bylaws, budget and the following club plan to the county office by November 1st. Have a 4-H staff person sign and date your copy for your records.

CCL Signature

4-H Staff

CLUB PLAN FOR THE YEAR—Cont.

MONTH	BUSINESS Include county & club events	PROGRAM Demonstrations, speakers, music	ACTIVITIES

CCL Signature

Date

4-H Staff Signature

Date

4-H CLUB MEETING MINUTES

(Page 1 of 2)

The meeting of the _____ 4-H Club

was called to order by (name and title) _____

At (time) _____ On (date) _____ At (location) _____

Flag salute and 4-H pledge led by: _____

Action on previous meeting's minutes: _____

Treasurer's Report (include expenditures since last meeting, income since last meeting, and current balance) _____

Correspondence: _____

Other Officers' Reports: _____

4-H Council Report: _____

Committee Reports: _____

4-H CLUB MEETING MINUTES (Page 2 of 2)

Old Business:

New Business:

Announcements:

Next Meeting:

Business Meeting Adjourned:

Program:

Recreation:

Date:

Signed:

Correction and/or additions:

Date:

Signed:

4-H Property

INVENTORY AT BEGINNING OF YEAR

ITEM	WHERE STORED	REMARKS

If any item is disposed of during the year, indicate what was done with it in the “remarks” column.

PURCHASED DURING YEAR

DATE	ITEM	WHERE STORED	REMARKS

CCL Signature

SUMMARY OF TREASURER'S REPORTS

From: _____ Date _____ To: _____ Date _____

MONTH	INCOME	EXPENSES	BALANCE ON HAND
Balance on hand from previous year			\$
	\$	\$	
Total for Year	\$	\$	
Year end balance			\$

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