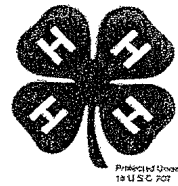


Secretary



Developed by: Southern District Leadership Team
Updated: 4/3/02



Secretary Goals

My goals for being secretary are:

1.

2.

3.

4.

5.

CALANDAR OF CLUB ACTIVITIES

<u>Month</u>	<u>Project Work</u> (Demonstrations, judging, etc.)	<u>Other Activities</u> (Music, health, safety, drama, etc.)

Checklist for Secretaries

- _____ Sit near president during the business meeting
- _____ Inform the president & leaders if I'm going to be absent.
- _____ Call roll & keep an accurate record of attendance and membership list.
- _____ Read minutes of the previous meeting & make corrections if necessary.
- _____ Write motions as stated & restate motions if needed.
- _____ Read correspondence.
- _____ Send copies of minutes to the county extension office within 2 weeks of the meeting.
- _____ KEEP SECRETARY MINUTES UP TO DATE!

Thank You Notes - Please!

- ⇒ Write and send you note as promptly as possible.
- ⇒ Make your comments personal...and be sincere!
- ⇒ Check spelling, punctuation, and grammar...remember, you want to make a good impression.
- ⇒ Here are some good words for “Thank You Notes”:

Appreciated

Gratitude

Sincerely

Support

Gratefully

Happily

Helpful

Generous

Kindness

- ⇒ Remember to talk about:

The reason for the thank you gesture

What was received from the person

What happened as a result of the person’s actions

Points that warrant appreciation

Dear Mrs. Jones,

(Introduction-make sure you’re addressing the right person and are personal enough!)

Thank you for your generous donation of cookies to our bake sale. The sale was very successful, and we were able to raise enough money to take our cub trip to the zoo. We are very grateful for your kindness and hope that you will continue to support our 4-H club in the future.

(Content of note – be genuine and make sure you’re specifically thanking thme for their personal actions!)

Sincerely,

(Closing-make it personal and appropriate)

Carrie Clover and the

Crazy Clover 4-H Club

(Signature – say your name and the club name too!)

Example of Secretary Minutes for Discussion

Minutes of 4-H Club Meeting

Name of 4-H Club: New Directions

Place: Administration Building

Date: 1/16/01

Time: 6:45

Present: Boys - 9 Girls - 19 Leaders - 11 Visitors - 6 Total - 45

The regular meeting of the New Directions 4-H club was called to order by President James Seely at 6:45 p.m. on January 16, 2001.

The flag pledges were led by Foster, Seely, Schroeder, and Hamburg families. For roll call, the secretary asked each member to say the name of their favorite outdoor winter sport or activity when their name was called. The December secretary's minutes were read and approved. The treasurer's opening and closing balances were \$1,144.61. The treasurer/s report was approved as stated.

Committee & Project Reports:

Brianna Stapleton gave a project report on a Clothing Decisions meeting. The project members went to Fashion Bug and selected out fits under \$50 to try on. The girls selected these outfits based on the other items they had in their wardrobe and how the garments would coordinate.

Mrs. Foster encouraged all Creative Writing project members to attend a meeting at her home on February 12. Anne Zimmerman will be the guest speaker.

Old business:

Mrs. Schroeder updated us on the rabies clinic. They are trying to reserve a building at the fairgrounds, but if it is not available, then they are open to suggestions for a different location.

Mrs. Schroeder updated us on the rabies clinic. They are trying to reserve a building at the fairgrounds, but if it is not available, then they are open to suggestions for a different location.

Mrs. Schroeder also told us about the garden plot discussed previously for a community service project. We can get a 20'x20' plot and donate the crops raised to the Food Pantry. Taylor Foster moved to table the garden plot issue until the next meeting, Emily Kenseth seconded, motion passed.

New Business:

Mrs. Seely has selected a western theme play for the Drama Festival this year. Members interested can get copies of the script after the February meeting. Tryouts will be held later.

Mrs. Kenseth told members to bring their project records with their goals completed for the mini project night at the February meeting. Leaders are to meet with the youth and discuss project meeting dates and activities.

Announcements:

Mrs. Foster reminded members of the club swimming party on February 3. Three other clubs were invited.

Emily Kenseth moved to adjourn the meeting; seconded by Cassie Schoeder. The motion carried. The meeting was adjourned at 7:15 p.m.

After the business meeting, the club held the Preliminary communication Arts Festival. Members presented their pieces for the Columbia county communication Arts Festival to the judges. This was a great opportunity to practice presentations before the county event. Volunteer judges were Mary Seely, Katie Grimm, Sheril Lannoye, and Arlene Farrey.

The next meeting will be held Tuesday, February 20, 2001 at 6:45 p.m. at the Administration Building.

Respectfully submitted,

Signature of Secretary

Adapted from Secretary, Brianna Stapleton minutes

