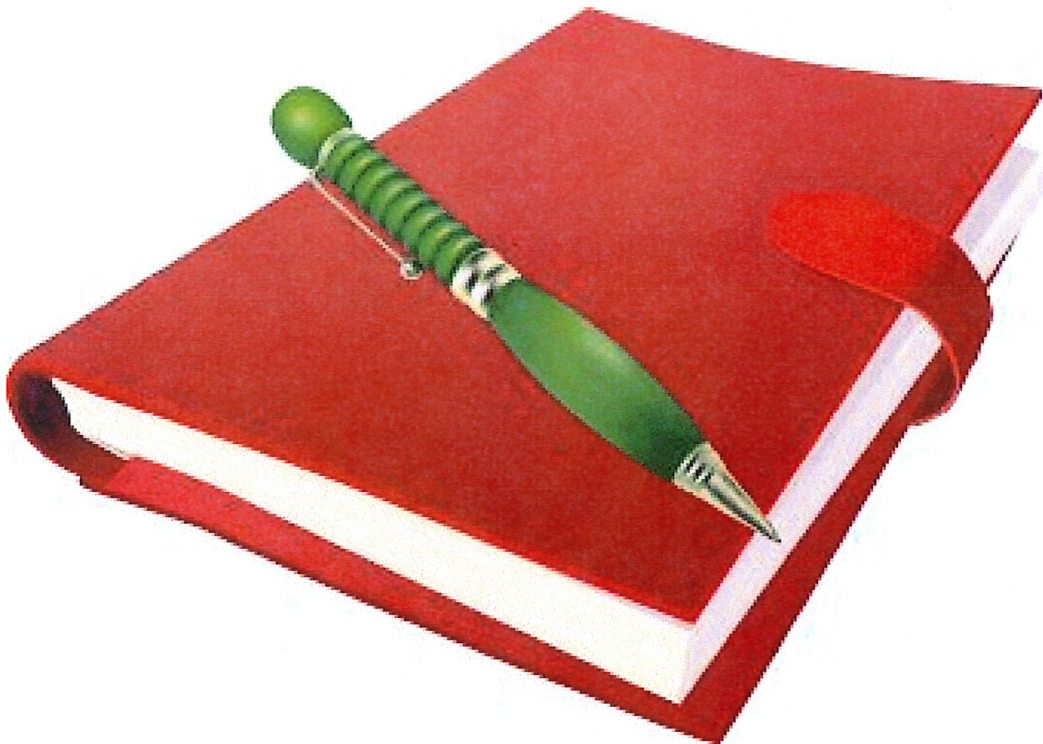


Secretary





So You Are Secretary...

As secretary, you represent your local club and the 4-H program throughout the state. Your abilities, skills, standards, personal grooming, speech and even smiles represent Missouri 4-H members. This responsibility exists at all times, not just while you are at 4-H meetings. Remember, people not familiar with 4-H may judge it by its officers!

Checklist for secretaries

- I arrive ahead of time to the meeting place.
- I discuss items of business with the leaders and the president.
- I sit near the president during the business meeting.
- I inform the president and leaders if I'm going to be absent.
- I work together with other officers.
- I call roll and keep an accurate record of attendance in MU publication Y671, *Missouri 4-H Secretary Record Book*.
- I read minutes of the previous meeting and make corrections if necessary.
- I take accurate notes at each meeting.
- I use the notes taken at the meeting and rewrite a concise summary of the meeting in MU publication Y671, *Missouri 4-H Secretary Record Book*.
- When called upon by the president, I state any unfinished business from the previous meeting.
- I assist the president during the meeting by writing the motions as stated and restating the motion when asked.
- I read correspondence written to our group and write letters sent from our group.
- I keep a record on all the forms in MU publication Y671, *Missouri 4-H Secretary Record Book*.

The secretary is responsible for keeping accurate records for the club.

Responsibilities of the secretary

Before the meeting:

- ✓ Make sure the attendance record is up to date and accurate.



The secretary is responsible for keeping an accurate record of each member's attendance.



- ✓ Collect and read all correspondence (letters and cards) received since the last meeting.
- ✓ Check the last meeting's minutes for old business, such as tabled or postponed motions.
- ✓ Before the meeting, review old business with the president for the agenda.
- ✓ Keep an accurate list of chairs and duties for project and special committees and standing committees, which are those named in the club's bylaws. You may want to review the committees with the president for the agenda.
- ✓ Be sure to bring to the meeting extra paper and pencils (for notes, ballots, etc) and your Y671, *Missouri 4-H Secretary Record Book*.
- ✓ Notify the president if you cannot attend a meeting so he or she can designate a member to act as secretary to call roll and take notes for the minutes. Try to give your Y671, *Missouri 4-H Secretary Record Book* to someone to take to the meeting.

After the meeting:

- ✓ Write or type the minutes using the form Y671D, *Minutes of 4-H Club Meeting* as soon as possible after the meeting. If writing the notes, write the minutes on scratch paper first and then onto the form. Minutes should be neat, legible and written in ink.
- ✓ Sign the form at the bottom.
- ✓ Inform absent officers or committee chairs of action that concerns them.
- ✓ Notify any absent members on their appointment to committees.
- ✓ Keep all records in a place that is known and convenient to others in case of your absence.
- ✓ Write all necessary business letters and thank-you letters for the club.

Record keeping

The secretary is responsible for keeping accurate records for the club. The secretary can write or use a computer to type on forms included in MU publication Y671, *Missouri 4-H Secretary Record Book*. The following forms are maintained by the secretary:

Meeting minutes

Y671D, *Minutes of Club Meeting* form

Minutes recorded should include the following:

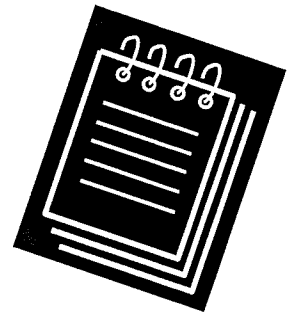
1. **Date and place of meeting**, attendance, names of visitors and special guests.
2. **Business** — Record of all business transacted, motions made, committees appointed, committee reports and the time and place for the next meeting.
3. **Program** — Topics discussed, program presenters and demonstrations.
4. **Recreation** — Description of games played and who led them.

Membership and attendance record

Y671E, *4-H Club Membership*, Y671J, *4-H Club Attendance*, and Y671H, *4-H Club Officers* forms

The secretary is responsible for keeping an accurate record of each member's attendance. Enter all members' names and addresses at the beginning of your club year. List members alphabetically. When new members join, add their names to the end of the list. You also will record project information for each member on the attendance form. Keep a record of the club officers and the committees that meet throughout the year.

During the business meeting, the president will ask the secretary to call roll. Mark an "X" for present members and a blank box for absent members. Announce the number of present and absent and if there is a quorum present. During the roll call, each member may give a progress report on their project work.



Project meetings

Y671C, *4-H Club Project Meetings Report* form

The secretary records the activities of the project groups to supplement to the minutes. The information can be obtained at the club meeting. Project leaders need to report all meetings and activities to the secretary.

Activities and goals

Y671A, *4-H Club Activities and Goals* form

The planning committee, chaired by the vice president, develops the club's plans for the year and presents them to the members for approval. The secretary keeps the official record of the goals and activities.

Year-end Report

Y671B, *4-H Club Year-end Report* form

The secretary assists club leaders with the final year-end report and determination of the gold, silver or bronze 4-H club seal. The standards for the club seals are in MU publication Y671, *Missouri 4-H Secretary Record Book*. The year-end report is then sent to the local University of Missouri Extension center.

My notes:

SAMPLE
Minutes of 4-H Club Meeting

| | | |
|--|--|--|
| Name of 4-H Club Cats Meow | Meeting Date (month, day, year) March 18, 2004 | Place Fort Fixby School |
| Meeting Called to Order By Gene Govell, president | | Time Meeting Called to Order 7:30 p.m. |
| Number in Attendance 29 members 7 leaders 12 others | | |
| Special Guests Avis Adams, 4-H Program Assistant and Dr. John Doe, Farm Bureau | | |

The meeting program, business transacted and special features including recreation were as follows:

Roll call was answered with "my plans for immunizations this year." The secretary read the last meeting's minutes. A motion was made, seconded and carried to approve the minutes. The treasurer reported a balance of \$27.50 with no outstanding bills. A motion was made, seconded and carried to approve the report.

Old business

Donna Fuller, chair health committee, reported that arrangements have been completed for the group immunizations at Doctor's Clinic on Sat., May 25.

Junior project chairs for Clothing Unit II, Book 2, Auto Care and Safety and Basic Woodworking reported project meetings held since last meeting as recorded on page ____.

New business

Our club leader announced 4-H camp is June 17-21 and costs \$40. Applications are due in the county office by May 1. The next meeting will be on March 25, 2004 at Harding School.

A motion was made, seconded and carried to adjourn.

Program

Dr. Fed Neocamp talked of "Immunization Needed for Good Health." He told us why they are needed and how they prevent disease and health problems. Susie Bell demonstrated "How to Cut a Skirt from a Wool Plaid."

Recreation

Three members played guitars and led the group in songs. The Govell and Bell families provided refreshments.

(Secretary Signature)

(Date Approved)

The club secretary should make the minutes available to the club reporter to complete the *4-H Club Meeting Report* (form Y676)

Y671D

Minutes of 4-H Club Meeting

| | | |
|--|---------------------------------|------------------------------|
| Name of 4-H Club | Meeting Date (month, day, year) | Place |
| Meeting Called to Order By | | Time Meeting Called to Order |
| Number in Attendance _____ members _____ leaders _____ others | | |
| Special Guests | | |

The meeting program, business transacted and special features including recreation were as follows:

_____ (Secretary Signature)

_____ (Date Approved)

The club secretary should make the minutes available to the club reporter to complete the *4-H Club Meeting Report* (form Y676)

Y671D



Now It's Your Turn — Practice for Secretaries

Problem: Using the “Minutes of 4-H Club Meeting” form, rewrite the following minutes correctly. Leave out all unnecessary information.

The regular meeting of the Mississippi Valley 4-H Group was held at Sally Edward’s on September 31, 2001. The meeting was called to order by Bill Shaffer at 7:30 p.m. Sue Smith gave a presentation on “Care of Bees.” John Jones and Paula Potter talked about the football game they went to the night before. The treasurer’s report showed a balance of \$74.97. The president really did a crummy job of conducting the meeting. There was no old business. The secretary’s report was read and approved. We discussed paying for leaders to attend the leader’s banquet. Our leader, Bob Miller, was unsure if he could attend so it was tabled until next month. After 30 minutes, the meeting was adjourned. There were 14 members, two leaders and one guest present. Ann Jones led us in a conservation activity.

Problem: At the November meeting, the group discussed the possibility of having a Christmas party with another group. One member remembered discussing it and making a motion to have a party at the October meeting. There was nothing in the minutes that indicated this had happened. Then someone else remembered another motion that had not been read in the minutes. There was a lot of confusion. How could this confusion have been avoided?

Solution: _____

Problem: At the regular meeting of the Mississippi Valley 4-H Group, there were only four out of 12 members present. A check with members who were absent revealed they didn’t know about the meeting. What can you do as group secretary to eliminate this problem?

Solution: _____



Wisconsin 4-H
Community
Clubs

4-H CLUB MINUTE SHEET

November 2008

DATE _____
CLUB _____
PLACE _____
TIME _____

Meeting called to order by _____.

Secretary's Report approved
o Additions or corrections: _____

Treasurer's Report approved
o Additions or corrections: _____

Old Business
 New Business
Item Discussed: _____

Approved by _____ 2nd by _____ Motion carried _____ YES _____ NO

Old Business
 New Business
Item Discussed: _____

Approved by _____ 2nd by _____ Motion carried _____ YES _____ NO

-Continued on back

- Old Business
- New Business

Item Discussed: _____

Approved by _____ 2nd by _____

Motion carried _____ YES _____ NO

- Old Business
- New Business

Item Discussed: _____

Approved by _____ 2nd by _____

Motion carried _____ YES _____ NO

- Old Business
- New Business

Item Discussed: _____

Approved by _____ 2nd by _____

Motion carried _____ YES _____ NO

Meeting Adjourned by _____ 2nd by _____ at _____ (Time)



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Wisconsin 4-H Community Clubs

4-H CLUB MINUTE SHEET

November 2008

DATE _____
CLUB _____
PLACE _____
TIME _____

Meeting called to order by _____.

Secretary's Report approved
o Additions or corrections: _____

Treasurer's Report approved
o Additions or corrections: _____

Old Business
 New Business
Item Discussed: _____

Approved by _____ 2nd by _____ Motion carried _____ YES _____ NO

Old Business
 New Business
Item Discussed: _____

Approved by _____ 2nd by _____ Motion carried _____ YES _____ NO

-Continued on back

Old Business

New Business

Item Discussed: _____

Approved by _____ 2nd by _____

Motion carried _____ YES _____ NO

Old Business

New Business

Item Discussed: _____

Approved by _____ 2nd by _____

Motion carried _____ YES _____ NO

Old Business

New Business

Item Discussed: _____

Approved by _____ 2nd by _____

Motion carried _____ YES _____ NO

Meeting Adjourned by _____ 2nd by _____ at _____ (Time)



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Wisconsin 4-H Community Clubs

4-H CLUB MINUTE SHEET

November 2006

DATE _____
CLUB _____
PLACE _____
TIME _____

Meeting called to order by _____.

Secretary's Report approved
o Additions or corrections: _____

Treasurer's Report approved
o Additions or corrections: _____

Old Business
 New Business
Item Discussed: _____

Approved by _____ 2nd by _____
Motion carried ____ YES ____ NO

Old Business
 New Business
Item Discussed: _____

Approved by _____ 2nd by _____
Motion carried ____ YES ____ NO

-Continued on back

- Old Business
- New Business

Item Discussed: _____

Approved by _____ 2nd by _____

Motion carried _____ YES _____ NO

- Old Business
- New Business

Item Discussed: _____

Approved by _____ 2nd by _____

Motion carried _____ YES _____ NO

- Old Business
- New Business

Item Discussed: _____

Approved by _____ 2nd by _____

Motion carried _____ YES _____ NO

Meeting Adjourned by _____ 2nd by _____ at _____ (Time)



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Wisconsin 4-H Community Clubs

4-H CLUB MINUTE SHEET

November 2006

DATE _____
CLUB _____
PLACE _____
TIME _____

Meeting called to order by _____.

Secretary's Report approved
o Additions or corrections: _____

Treasurer's Report approved
o Additions or corrections: _____

Old Business
 New Business
Item Discussed: _____

Approved by _____ 2nd by _____ Motion carried ____ YES ____ NO

Old Business
 New Business
Item Discussed: _____

Approved by _____ 2nd by _____ Motion carried ____ YES ____ NO

-Continued on back

- Old Business
- New Business

Item Discussed: _____

Approved by _____ 2nd by _____

Motion carried _____ YES _____ NO

- Old Business
- New Business

Item Discussed: _____

Approved by _____ 2nd by _____

Motion carried _____ YES _____ NO

- Old Business
- New Business

Item Discussed: _____

Approved by _____ 2nd by _____

Motion carried _____ YES _____ NO

Meeting Adjourned by _____ 2nd by _____ at _____ (Time)

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Wisconsin 4-H Community Clubs

4-H CLUB MINUTE SHEET

November 2006

DATE _____
CLUB _____
PLACE _____
TIME _____

Meeting called to order by _____.

Secretary's Report approved
o Additions or corrections: _____

Treasurer's Report approved
o Additions or corrections: _____

Old Business
 New Business
Item Discussed: _____

Approved by _____ 2nd by _____ Motion carried ____ YES ____ NO

Old Business
 New Business
Item Discussed: _____

Approved by _____ 2nd by _____ Motion carried ____ YES ____ NO

-Continued on back

- Old Business
- New Business

Item Discussed: _____

Approved by _____ 2nd by _____

Motion carried _____ YES _____ NO

- Old Business
- New Business

Item Discussed: _____

Approved by _____ 2nd by _____

Motion carried _____ YES _____ NO

- Old Business
- New Business

Item Discussed: _____

Approved by _____ 2nd by _____

Motion carried _____ YES _____ NO

Meeting Adjourned by _____ 2nd by _____ at _____ (Time)



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Wisconsin 4-H Community Clubs

4-H CLUB MINUTE SHEET

November 2008

DATE _____
CLUB _____
PLACE _____
TIME _____

Meeting called to order by _____.

Secretary's Report approved
o Additions or corrections: _____

Treasurer's Report approved
o Additions or corrections: _____

Old Business
 New Business
Item Discussed: _____

Approved by _____ 2nd by _____ Motion carried ____ YES ____ NO

Old Business
 New Business
Item Discussed: _____

Approved by _____ 2nd by _____ Motion carried ____ YES ____ NO

-Continued on back

- Old Business
- New Business

Item Discussed: _____

Approved by _____ 2nd by _____

Motion carried _____ YES _____ NO

- Old Business
- New Business

Item Discussed: _____

Approved by _____ 2nd by _____

Motion carried _____ YES _____ NO

- Old Business
- New Business

Item Discussed: _____

Approved by _____ 2nd by _____

Motion carried _____ YES _____ NO

Meeting Adjourned by _____ 2nd by _____ at _____ (Time)



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Wisconsin 4-H
Community
Clubs

4-H CLUB MINUTE SHEET

November 2006

DATE _____
CLUB _____
PLACE _____
TIME _____

Meeting called to order by _____.

Secretary's Report approved
o Additions or corrections: _____

Treasurer's Report approved
o Additions or corrections: _____

Old Business
 New Business
Item Discussed: _____

Approved by _____ 2nd by _____
Motion carried _____ YES _____ NO

Old Business
 New Business
Item Discussed: _____

Approved by _____ 2nd by _____
Motion carried _____ YES _____ NO

-Continued on back

- Old Business
- New Business

Item Discussed: _____

Approved by _____ 2nd by _____

Motion carried _____ YES _____ NO

- Old Business
- New Business

Item Discussed: _____

Approved by _____ 2nd by _____

Motion carried _____ YES _____ NO

- Old Business
- New Business

Item Discussed: _____

Approved by _____ 2nd by _____

Motion carried _____ YES _____ NO

Meeting Adjourned by _____ 2nd by _____ at _____ (Time)



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Wisconsin 4-H Community Clubs

4-H CLUB MINUTE SHEET

November 2006

DATE _____
CLUB _____
PLACE _____
TIME _____

Meeting called to order by _____.

Secretary's Report approved
o Additions or corrections: _____

Treasurer's Report approved
o Additions or corrections: _____

Old Business
 New Business
Item Discussed: _____

Approved by _____ 2nd by _____
Motion carried ____ YES ____ NO

Old Business
 New Business
Item Discussed: _____

Approved by _____ 2nd by _____
Motion carried ____ YES ____ NO

-Continued on back

- Old Business
- New Business

Item Discussed: _____

Approved by _____ 2nd by _____

Motion carried _____ YES _____ NO

- Old Business
- New Business

Item Discussed: _____

Approved by _____ 2nd by _____

Motion carried _____ YES _____ NO

- Old Business
- New Business

Item Discussed: _____

Approved by _____ 2nd by _____

Motion carried _____ YES _____ NO

Meeting Adjourned by _____ 2nd by _____ at _____ (Time)



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Wisconsin 4-H Community Clubs

4-H CLUB MINUTE SHEET

November 2003

DATE _____
CLUB _____
PLACE _____
TIME _____

Meeting called to order by _____.

Secretary's Report approved
o Additions or corrections: _____

Treasurer's Report approved
o Additions or corrections: _____

Old Business
 New Business
Item Discussed: _____

Approved by _____ 2nd by _____
Motion carried _____ YES _____ NO

Old Business
 New Business
Item Discussed: _____

Approved by _____ 2nd by _____
Motion carried _____ YES _____ NO

-Continued on back

- Old Business
- New Business

Item Discussed: _____

Approved by _____ 2nd by _____

Motion carried _____ YES _____ NO

- Old Business
- New Business

Item Discussed: _____

Approved by _____ 2nd by _____

Motion carried _____ YES _____ NO

- Old Business
- New Business

Item Discussed: _____

Approved by _____ 2nd by _____

Motion carried _____ YES _____ NO

Meeting Adjourned by _____ 2nd by _____ at _____ (Time)

What Leadership Means to the Secretary

To be a good leader in any group, especially one that is as diverse as a modern 4-H club, here are some more tips*:

1. Club members want:
 - To feel like they belong.
 - To help with planning.
 - To help make the rules.
 - To know what is expected.
 - To have responsibilities.
 - To see goals being accomplished.
 - To trust the leaders, officers, and other members of the group.
2. To gain your club's trust:
 - Accept others for who they are.
 - Only speak for yourself.
 - Avoid put-downs at all times.
 - Be responsible with all your tasks.
 - Expect unfinished business and deal with it without negativity.
 - Don't judge anyone for what he or she may or may not do.
3. Avoid these behaviors that block club development:
 - Not listening.
 - Disorganization.
 - No goals or objectives.
 - Impatience.
 - Using words that some group members may not understand.
 - No agenda or meeting plan.
 - Being pushy.
 - Offensive humor.

As the secretary, you will be required to take accurate notes of each meeting and keep track of attendance, the younger members of your club will look up to you, the leaders and parents will expect you to set a good example. Also, your county agent will soon be seeking volunteers for county committees and council officers. Take this responsibility seriously and use your head, heart, hands and health to lead this generation of 4-H'ers to make the best better.

To lead means a variety of things to different people. When you state the 4-H Pledge at the beginning of each meeting, you pledge to help your environment by doing your personal best. When your club chose you to be the secretary, you accepted an important role in helping your fellow club members fulfill their pledge.

Additional suggestions:

- Use a three-ring notebook to hold your secretary's book. You may also choose to record the minutes using your personal computer.
- If your local K-State Research and Extension office prefers to file your records, you may reproduce a copy for your club historian's book.
- Ask your parents' committee to complete your "List of Leaders" page, and then reinsert it in your book.
- It is a good idea to keep the notes you make during the meetings, even after you have written the final minutes. If your notebook is lost, you can rewrite the minutes from your notes. Keep all your notes together; they will not become lost as easily as separate sheets of paper. If you use a word processor on your computer, be sure to keep all the files in one folder.
- Keep minutes of any special or extra meetings in your notebook.

*Walker, K., Phillips, M., McAdoo, S., et al. (1999). *LEADS Curriculum Notebook*. Kansas State University Agricultural Experiment Station and Cooperative Extension Service.



The 4-H Pledge

*I Pledge my Head
to clearer thinking,*

*my Heart
to greater loyalty,*

*my Hands
to larger service,*

*and my Health
to better living,*

*For my club,
my community,
my country,
and my world.*

