



# 4-H Club Secretary

---

Below is a review of your basic responsibilities. Make sure you have a discussion with your adult leader for any additional responsibilities they may have for you.

- Obtain a Secretary Book from Officer Training.
- You are responsible for taking minutes at each meeting. The attached fill-in sheet will help you to make sure you don't miss anything.
- You will read the minutes at the following meeting for approval by club members. You may type the minutes and place in the book, or you may write them neatly.
- You will need to take roll call at each meeting. Provide this information to your Leader. Roll call accuracy is important for attendance tracking.
- You will be responsible for club correspondences such as thank you cards.
- ALL financial approvals need to be recorded in the minutes. This includes the treasurer's reported beginning and ending balances and any motions containing the use of club funds.
- If available, obtain a copy of the agenda from the President to attach to each month's minutes.
- When recording motions/vote decisions, make sure you include the first and last names of the members. For example: There was a 1<sup>st</sup> motion by Jane Doe, and a 2<sup>nd</sup> motion by John Doe to donate \$20 to the Humane Society, the motion carried.
- The Secretary book is turned in by your Leader to the Extension office annually. Make sure your leader is provided timely with neat and accurate minutes.

### 4-H Club Minutes:

Month: xx/xx/xx Time: \_\_\_\_\_

- The Monthly Meeting of the (name of club) \_\_\_\_\_ was called to order on (date) \_\_\_\_\_ at (time) \_\_\_\_\_ held at (location) \_\_\_\_\_.
- The meeting was called to order by (name/title) \_\_\_\_\_.
- Pledge of Allegiance and the 4H Pledge were led by (member names) \_\_\_\_\_.
- We sang (name of song) \_\_\_\_\_, let by (names/titles) \_\_\_\_\_.
- Member Roll was taken by (name/title) \_\_\_\_\_ and (#) \_\_\_\_\_ members were present.
- Treasurer Report was given by (name/title), \_\_\_\_\_. The beginning club balance was (\$) \_\_\_\_\_, the ending club balance was (\$) \_\_\_\_\_.



**Berkeley County 4-H Officers' Training Series 10/09**

- The (month) \_\_\_\_\_ meeting minutes were read by (name/title), \_\_\_\_\_.
- The Club Head H Officer, (name) \_\_\_\_\_ gave a report on (topic)\_\_\_\_\_.
- The Club Health H Officer, (name)\_\_\_\_\_ gave a report on (topic)\_\_\_\_\_.
- The agenda was opened to the members for additions. The following was added (list topic/name of any additions) \_\_\_\_\_.
- Club meeting agenda is attached to the minutes for reference.
- Old Business/New Business: List any results; include reports on events, such as camps or other county or state events, and who gave them. Make sure to include all motions - what they were, who made them, and if they passed. Also include any issues discussed concerning club funds.
- Committee reports were given by (Include committee name, member giving the report, and a summary of what was reported.)
- Leader's Comments (Include information the leader shares.)
- Guest Speaker: (name of member)\_\_\_\_\_ introduced (Name of guest)\_\_\_\_\_ who was here to share a program on (topic)\_\_\_\_\_ with our club.
- (Name/title)\_\_\_\_\_ called for adjournment. (name of member)\_\_\_\_\_ moved that we adjourn and (Name of member)\_\_\_\_\_ made the second. All were in favor and the meeting was adjourned.
- (Name of game leader)\_\_\_\_\_ taught us how to play (Name of game)\_\_\_\_\_.
- Refreshments were served by the \_\_\_\_\_.
- Refreshments were provided by \_\_\_\_\_.

Respectfully submitted,

(Name of Secretary) \_\_\_\_\_ Signature: \_\_\_\_\_

---