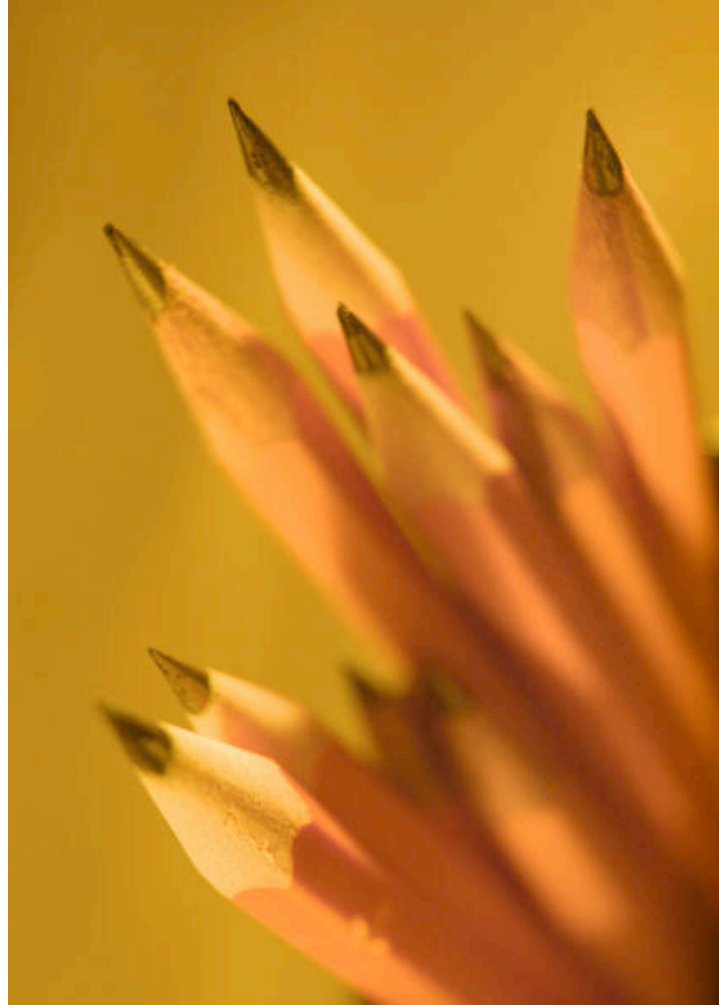


North Carolina 4-H



Secretary's Guide

County: _____

Name of Club: _____

Name of Club Secretary: _____

Club Year: _____

Dear Club secretary,

Congratulations! You have been elected to serve as your club's secretary for the upcoming club year. This is both an honor and a large responsibility, one that will take organizational skills as well as accurate record keeping.

The Secretary's guide is designed to provide you with an overview to your responsibilities as well as some of the general information to keep the club records accurate and up to date. The forms included in this guide are designed to be reproduced and kept in appropriate order in your club's annual file.

Many of your duties will be completed at each meeting- reviewing minutes, taking notes during business meetings, but your larger job is ongoing throughout the club year. You are responsible for ensuring that your club stays on course to meet club re-chartering guidelines, as you are the one who will be documenting the progress your club makes towards it's annual goal.

At the end of the year, you will have captured all of your club's activities in the Club Annual Accomplishment Report that you will turn into your 4-H agent for review. This record will be passed on over club years to document all of the great work completed for your club, your community, and your world.

Your club leader is there to help you with your responsibilities, however you are the one ultimately responsible for making sure this guide is accurate and current.

Best of luck and congratulations again!



Club Secretary Duties

As club secretary, there are a number of responsibilities that you have that need to occur at each meeting. It is your job to make sure the information covered at the meetings are captured so that the club's annual reports are accurate. At the end of the club year, you will have the opportunity to develop a club portfolio, capturing all of the business accomplished throughout the year. It is your responsibility to assemble this portfolio and hand it in to your club leader by the end of the year for your successor in the secretary position.

As secretary, your basic responsibilities are to:

1) Maintain records:

- Keeping an accurate record of all meetings and special events
- Maintaining a list of all members, their contact information, and their attendance at meetings and activities
- Recording of all officers and committees
- Calling the roll of members at the president's request

2) Maintaining Club Minutes

- Completing the minutes and signing them prior to the next meeting
- Standing to read complete and accurate minutes at every meeting
- Correcting minutes as directed by the president
- Having the president sign the minutes after they are approved

3) Recording

- Recording the treasurer's report and the other officer's reports in the minutes
- Recording committee reports in the minutes

4) Club communication

- Restating motions and looking up items in the minutes at the president's request
- Reminding the president of unfinished business
- Sharing correspondence with the club
- Writing letters as needed
- Conducting meetings when the president and vice president are both absent
- Turning in a completed club portfolio at the end of the year for the club's permanent record

Guidelines

While your club will have its own holding club meetings throughout the year, there are a few processes that are common to all 4-H clubs. As discussed above, there are some duties that you will do at each meeting while there are some you will be doing occasionally throughout the year. The checklists below are provided to help you make sure the essentials are covered, while you can add any additional duties your club requires.

Each meeting

- _____ Roll is taken and recorded
- _____ Review correspondence received since last meeting
- _____ Check minutes of last meeting for old business (ie. Postponed motions)
- _____ Read minutes from the last meeting
- _____ Keep minutes during the meeting
- _____ At conclusion of meeting, notes have been written in Club notebook
- _____ Minutes have been signed by secretary and president
- _____ Handout notes as determined by the club (between meetings, at beginning of next meeting)

Throughout the year

- _____ Ensure all correspondence is handled (thank you notes, etc)
- _____ If appropriate, make sure the club is meeting requirements for re-charter guidelines
- _____ Make sure all club roll information is updated as needed, new members, etc
- _____ Complete Club Annual Accomplishment Report at end of club year (can work with club Historian if appropriate)
- _____ Review by-laws and constitution with club, making necessary changes as needed

Club Annual Accomplishment Report- Secretary's portfolio

At the end of the club year, it is the club secretary's responsibility to create a portfolio that reflects all of the hard work the club has completed during the year. As secretary, your minutes and notes will come in handy when creating the portfolio. The Club leader will share the report with the 4-H agent in your county, however the portfolio will be used to keep a written history of your club's work. If you have a club historian, this will be major part of their role as well, as the two of you work together to create this report. When compiling the information to complete portfolio, the following are suggestions

- Community Service Activities
- Highlighted 4-H accomplishments of Club members (ie. Project books, presentations)
- Curriculum experiences
- Summarized Club meeting experiences, including date, time and location of club meetings
- Changes in club constitution and by-laws

Sample Club Meeting Outline

As you will see with the sample minutes, there is a specific order to the business portion of the club meeting. Recreation and project activities are usually completed following the business meeting and should be noted in the minutes. The business section should demonstrate democracy in action. Members learn how to express themselves in a group, listen to the views of others, come to consensus and reach a decision, and abide by majority rule. The secretary's minutes should include notes on each part of the meeting agenda.

Business Meeting: approximately 15-20 minutes

Typical business agenda:

1. Call to order.
2. Pledge of Allegiance and 4-H Pledge
3. Roll call - answering in any way the group decides.
4. Minutes of the previous meeting.
5. Treasurer's report
6. Committee report
7. Old business
8. New business
9. Adjournment

Recreation & Project Time:

Following the business portion of your club meeting, your club should plan on specific social, project or community service activities. While you don't have to record all of the details of the activities you complete each meeting, it is good to summarize and capture progress the club has made or events the club held. The Club Annual Accomplishment report should include a description of the projects and community service activities the club accomplished during the year

4-H Secretary Guide Forms:

The following pages continue sample worksheets to help you maintain the club's progress during the club meeting as well as throughout the club year. The worksheets are designed to help collect information that will be needed to complete the club portfolio at the end of the club year.

4-H Club Meeting Minutes & Club Notes

The Club meeting minutes worksheet is designed as a template to help you collect the necessary information during the Club business meeting. At the conclusion of the meeting, meeting notes should be created to summarize what was accomplished during the meeting. The Club notes page provides additional room for notes to be taken if needed.

Club Roll

The club's roll needs to be taken at each meeting in order to ensure an accurate record of member's attendance is maintained. All of the clubs membership should be included on the club roll sheet. Names should be listed alphabetically. When new members join, their names can simply be added to the bottom of the roll sheet.

Committee lists

It is important to keep an updated list of all club committees and an update on the project they are working on. The committee list should be completed as committees are formed and should list the major goals and tasks of the committee. Keeping track of the committees work will help summarize the overall clubs progress at the end of the club year.

Advisors and Officers list

A list of advisors and officers needs to be kept current in order to ensure all correspondence is received and sent regularly. Advisors should include your adult club leader as well as any other adult volunteer that assist with club work on a regular business.

Membership roster

While the Club Roll sheet includes information such as phone and e-mail address, the membership roster is used to collect all contact information needed. Information should be reviewed throughout the year to ensure necessary changes are recorded.

4-H Club Meeting Minutes



Date of Meeting: _____

Scheduled time: _____

Location of Meeting: _____

Club Officer presiding: _____

Number present: Members: _____ Advisors _____ Parents: _____ Guests: _____

Total present: _____

Previous Minutes reviewed: Yes/ No

Previous Minutes Approved: Yes/ No

Previous Minute Corrections: _____

Treasurer's report (end balance, major expenditures): _____

Other Officer's reports: _____

Committee reports: _____

Unfinished Business: _____

New Business: _____

Enrichment Programming (project work, special guest, speaker, etc.) _____

Advisor's Announcements and Reports: _____

Adjournment: Moved by: _____ Seconded by: _____

Next Meeting to be held (date/location): _____

4-H Club Meeting Notes



Date of Meeting: _____

Scheduled time: _____

Location of Meeting: _____

Secretary's Signature

President's signature



4-H Club Committee List

Committee: _____ **Date Enacted:** _____

Chairperson(s): _____

Members: _____

Committee Task/ Goal for Club year: _____

Committee: _____ **Date Enacted:** _____

Chairperson(s): _____

Members: _____

Committee Task/ Goal for Club year: _____

Committee: _____ **Date Enacted:** _____

Chairperson(s): _____

Members: _____

Committee Task/ Goal for Club year: _____

Committee: _____ **Date Enacted:** _____

Chairperson(s): _____

Members: _____

Committee Task/ Goal for Club year: _____
