K·STATE Research and Extension

Reviewed January 2019

4-H Secretary's Record Book

County

Name of Club

Name of Club Secretary

Year

Kansas State University Agricultural Experiment Station and Cooperative Extension Service

Tips for Being a Good Leader

1. Be a team player
2. Be thoughtful of others
3. Be helpful
4. Be a good sport
5. Be reliable and responsible
6. Celebrate others' success
7. Be fair
8. Have fun with 4-H!!!

Congratulations! Now that your club has elected you as the secretary, you, and all other officers of your 4-H club are representatives. As a 4-H club officer, you represent not only your club, but also the 4-H program throughout the state. Your skills and abilities, standards and ideals, grooming, speech and even smiles represent Kansas 4-H members. Representing others is one of your most important responsibilities because it exists at all times — not just while you are at 4-H events.

Secretary Job Description:

- Arrive at the meeting ahead of time.
- Discuss items of business with the leaders and the president.
- Inform the president of unfinished business.
- Sit next to the president during the business meeting.
- Inform the president and leader if you are going to be absent.
- Work cooperatively with all other officers.
- Call roll and keep an accurate record of attendance. (Remain seated to call roll.)
- Read minutes of the previous meeting and make any necessary corrections. (Stand to read the minutes.)
- Take accurate notes of the events of each meeting.
- Assist the president during the meeting by writing the motions as stated and restating the motion if necessary.
- Read correspondence directed to your group and write letters for the club.
- Maintain a record of all officers and committees in the secretary's record book.
- Cooperate with the reporter by providing information needed to prepare articles for the newspaper.
- Use the notes you take at each meeting to write minutes of meetings for the secretary's book.
- Call the meeting to order and preside during the election of a temporary chairperson in the absence of the president and vice president.

Guidelines for secretaries

Before the meeting…

- Gather and arrange in convenient order all correspondence received since the last meeting to take to the meeting.
- Be sure to have an up-to-date roll of members for easy attendance-taking and a list of standing and special committees and their duties.
- Check the minutes of the last meeting for old business, such as tabled or postponed motions, and make a note to bring each item to the attention of the president.
- If you can't attend a meeting, be sure to tell the president and leader in advance and give your "Secretary's Record Book" to someone who will take it to the meeting.

After the meeting

- Write the minutes as soon as possible after the meeting. If hand written, be sure the final minutes are neat, legible and written in ink. If using a word processor, be sure the final minutes are in a font that will be easy to read.
- Sign at the end of the minutes. The person who is presiding when the minutes are approved will also sign.
- Write any necessary business letters or letters of thanks on behalf of the club.
- Inform absent officers or committee chairs of action that concerns them.

After the last club meeting

- As soon as possible after the final meeting of the club year, give your completed notebook containing the club roll, communications, committee lists, leader list, and meeting minutes to your leader.
- Be prepared to deliver all the secretary's supplies and club records to your successor.

Attendance Record

It is the secretary's responsibility to keep an accurate record of each member's attendance. Enter the names of all your club's members in your roll-call list at the beginning of the club year. List the names alphabetically by last name. When new members join, simply add them to the bottom of the roll. (See the roll call list on page 8.) When the president asks you to take roll at the meeting, you should stay seated. One way to get to know your fellow club members is to have them answer roll with their favorite ice cream flavor, dream vacation destination, or favorite project instead of just saying "here." When a member is present, mark an "x" in the correct box; when a member is absent, leave the box blank.

Meeting Minutes

The minutes of the meeting are the secretary's most important job. In the minutes, you will need to include the following:

1. Type of meeting (regular or special).
2. Name of your club.
3. Place and date of the meeting.
4. Who presided.
5. Time the meeting began.
6. Number of members, leaders, parents and guests present.
7. A statement that the minutes were approved as read or corrected.
8. Treasurer's report.
9. Reports of other officers and committees.
10. Complete motions, including:
    - Name of the person making the motion.
    - Exact wording of the motion.
    - That it was seconded.
    - Whether it passed or failed.
11. Important points discussed (if they are of value for future reference).
12. Committee appointments and assignments of members.
13. Type of program and presenter's name.
14. Acknowledgement of services to the club such as refreshments provided by … .
15. Secretary's signature.

Note: Look for the numbers in the sample minutes that correspond with this list of items.

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Success is the result of perfection, hard work, learning from failure, loyalty and persistence.
~Colin Powell

Sample Meeting Minutes

Date: May 7, 2004

Number present: Members 12 Leaders 3 Parents 8 Guests 1
Total Present 24

The regular monthly meeting[1] of the Clover Clan 4-H club[2] was held on May 7, 2004, at the community building[3]. President Andrew Smith[4] called the meeting to order at 3:00 pm[5]. Sue Backer and Cary Fisher led the Pledge of Allegiance and 4-H Pledge. Song leader Vickie Lutz led the club in singing camp songs. Roll call was answered with "your favorite cartoon character" by 12 members, three leaders, eight parents and one guest, for a total of 24 present[6]. The minutes of the previous meeting were approved as read[7]. A letter of thanks was read from the American Red Cross for participating in the Relay for Life.

Brian Denton, treasurer, reported that the club has $112 in the account and $6.50 in outstanding bills for supplies for the car wash fund-raiser[8]. Alex Grant moved the club pay the $6.50 for the car wash supplies. The motion was seconded by Kristin Smith and passed. Cary Fisher, historian, reported that she is looking for pictures from club events and newspaper clippings to put in the club scrapbook. Club leader Robert Green reminded the club that the deadline for county fair pre-entries is July 7[9].

There was no unfinished business. Under new business, Sue moved that the club hold another car wash fund-raiser. The motion was seconded by Jared Alexander. Brian Denton moved to amend the motion by adding the words "on Saturday, June 1 from 10 am until 2:30 p.m." The motion was seconded. The amendment passed. After discussion, the amended motion passed[10]. Sarah Long moved to purchase a new sign for the club's swine project members to display at the county fair. The motion was seconded and passed[10].

Vickie Lutz announced that she would be hosting a pool party on Sunday, May 21, from 1:30 until 4:00 pm and everyone in the club is invited. She needs to know who will be attending by Monday, May 15.

Jim Morris moved to adjourn. The motion was seconded and passed.

Dr. Mary Jacobs talked to us about how important exercise and eating healthy are no matter how old a person is[13]. She showed us how to take our pulse, and she taught us about the food guide.

Refreshments were fun, healthy snacks prepared by the Johnson family[14].

Secretary[15] _____ _____President

Meeting Notes Worksheet

This form will help you keep notes for writing the minutes after the meeting. If you are going to be absent, be sure to get a copy of this form to the president or leader to give to the temporary secretary.

4-H Meeting for _____, on_____
(club name) (date)
at _____, at _____
(place) (time)

A. Opening:
- Pledge of Allegiance by _____
- 4-H Pledge by_____
- Inspiration (quote, joke, prayer, or song) _____
  by _____
- Roll call was _____ and answered by:
  Members _____ Leaders _____. Number of Parents _____ Guests _____ attending.

B. Officer Reports:
- Minutes of last meeting approved as: read corrected
- Correspondence: _____
- Treasurer report: _____
- Other officers: Reporter: _____
  Historian: _____
  Other: _____
- Leaders: _____
  _____

C. Committee Reports
- Committee: _____ by: _____
  motion _____ pass/fail
- Committee: _____ by: _____
  motion _____ pass/fail

D. Unfinished Business
- _____
- _____

E. New Business
- _____ moved to: _____ Seconded by:_____ pass/fail
- _____ moved to: _____ Seconded by:_____ pass/fail
- _____ moved to: _____ Seconded by:_____ pass/fail
- _____ moved to: _____ Seconded by:_____ pass/fail

F. Announcements (county dates and reminders, upcoming activity reminders)
- _____
- _____
- _____

G. Adjournment: moved by _____ pass/fail

H. Program: _____ by: _____

I. Refreshments provided by: _____

Practice Problems

Rewrite the following minutes correctly. Leave out all unnecessary information.

The regular meeting of the Friendly Farmers 4-H Club was at Brett Jones' on September 31, 2004. The meeting was called to order by Monty McGee at 7:30 p.m. Sue Smith gave a presentation on "Care of Bees." Jimmy 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 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 Smith, was unsure if he could attend so it was tabled to next month. After 30 minutes the meeting was adjourned. Roll call was answered by 14 members, two leaders and one guest. Ann Jones led us in a conservation activity. Item to leave out.

_____

_____

_____

_____

_____

_____

_____

_____

_____

Think of some creative ways for your club members to answer roll call. (example: favorite 4-H project, shoe size, eye color, etc.)

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

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.

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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.

CLUB ROLL

Name of Member	1	2	3	4	5	6	7	8	9	10	11	12	Other	Office held	Phone #	E-mail
1.																
2.																
3.																
4.																
5.																
6.																
7.																
8.																
9.																
10.																
11.																
12.																
13.																
14.																
15.																
16.																
17.																
18.																
19.																
20.																
21.																

CLUB ROLL

Name of Member	1	2	3	4	5	6	7	8	9	10	11	12	Other	Office held	Phone #	E-mail
22.																
23.																
24.																
25.																
26.																
27.																
28.																
29.																
30.																
31.																
32.																
33.																
34.																
35.																
36.																
37.																
38.																
39.																
40.																
41.																
42.																

List of Committees

When a committee is formed, write the name of the committee and the names of members appointed to the committee. Make additional pages as needed.

_____ **Committee**
_____ **Chairperson**

_____ **Committee**
_____ **Chairperson**

_____ **Committee**
_____ **Chairperson**

_____ **Committee**
_____ **Chairperson**

_____ **Committee**
_____ **Chairperson**

_____ **Committee**
_____ **Chairperson**

_____ **Committee**
_____ **Chairperson**

_____ **Committee**
_____ **Chairperson**

List of Leaders

(To be completed by the Parents' Committee)

Name of Leader	Leadership Area	Phone #	E-mail

Meeting Minutes

Place: _____ Date: _____

Number present: Members _____ Leaders _____ Parents _____ Guests _____ Total Present _____

Secretary _____ _____ President

Meeting Minutes

Place: _____ Date: _____

Number present: Members _____ Leaders _____ Parents _____ Guests _____ Total Present _____

Secretary _____ _____ President

Meeting Minutes

Place: _____ Date: _____

Number present: Members _____ Leaders _____ Parents _____ Guests _____ Total Present _____

Secretary _____ _____ President

Meeting Minutes

Place: _____ Date: _____

Number present: Members _____ Leaders _____ Parents _____ Guests _____ Total Present _____

Secretary _____ _____ President

Meeting Minutes

Place: _____ Date: _____

Number present: Members _____ Leaders _____ Parents _____ Guests _____ Total Present _____

Secretary _____ _____ President

Meeting Minutes

Place: _____ Date: _____

Number present: Members _____ Leaders _____ Parents _____ Guests _____ Total Present _____

Secretary _____ _____ President

Meeting Minutes

Place: _____ Date: _____

Number present: Members _____ Leaders _____ Parents _____ Guests _____ Total Present _____

Secretary _____ _____ President

Meeting Minutes

Place: _____ Date: _____

Number present: Members _____ Leaders _____ Parents _____ Guests _____ Total Present _____

Secretary _____ _____ President

Meeting Minutes

Place: _____ Date: _____

Number present: Members _____ Leaders _____ Parents _____ Guests _____ Total Present _____

Secretary _____ _____ President

Meeting Minutes

Place: _____ Date: _____

Number present: Members _____ Leaders _____ Parents _____ Guests _____ Total Present _____

Secretary _____ _____ President

Meeting Minutes

Place: _____ Date: _____

Number present: Members _____ Leaders _____ Parents _____ Guests _____ Total Present _____

Secretary _____ _____ President

Meeting Minutes

Place: _____ Date: _____

Number present: Members _____ Leaders _____ Parents _____ Guests _____ Total Present _____

Secretary _____ _____ President

This publication has been reviewed to ensure that the contents reflect current research and practice.
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