

MICHIGAN ASSOCIATION
OF EXTENSION HOMEMAKERS
Secretary—Treasurer's Record

County_____ Area_____

MAEH Study Group_____

Year_____

Secretary_____

FAMILY LIVING EDUCATION
COOPERATIVE EXTENSION SERVICE
MICHIGAN STATE UNIVERSITY
EAST LANSING

Contents

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36 forms are provided so that a carbon copy of each may be sent to the County Extension Office and to the County MAEH Chairman.	
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Instructions to Secretary

1. Send to the County Extension Office and County MAEH Chairman a carbon copy of the following:
 - a.—Extension Group Program—Page 1a.
 - b.—Group Officers and Enrollment—Page 2a. (One copy to State Membership Chairman by Oct. 15.)
 - c. Immediately after each meeting—Secretary's Report.
2. On Attendance Record page 3, mark members present at each meeting. Count members and visitors in Total Attendance. Children are not counted as visitors. If secretary is also treasurer, she may wish to keep attendance and dues paid on page 17.
3. Secretary's Report
 - a. Report ALL MEETINGS, including social meetings.
 - b. Fill in blanks, top part of each page.
 - c. Under Report of educational program: Respond to each question.

On front of page, under Business Meeting:
include presence of regular chairman or substitute; approval of previous minutes, treasurer's report, committee reports; all motions, by whom they were made and seconded, and action taken (carried or lost).
 - d. Send carbon copy of report to County Extension Office and County MAEH Chairman after each meeting.
4. Read and file communications. Write official correspondence.
5. Cooperate with news reporter by assisting her in preparing local publicity. Clip news items and attach to secretary's monthly report.
6. Pass secretary's material to successor upon completion of your term. This book is the only permanent record of the activities of your group.

(Name of MAEH Study Group)

19 _____ Program

DATE	TOPIC	LEADER	HOSTESS AND PLACE
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
July			
August			

Send duplicate copy to County Extension Office and to County MAEH Chairman by _____.

Dates to Remember

List here other events that will be of importance to your group—such as the county fair, College Week at Michigan State University, leader training meetings, special interest meetings for all women, special workshops, etc.

(Name of MAEH Study Group)

19 _____ **Program**

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March			
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(Name of MAEH Study Group)

19

Enrollment

NAME (Use husband's name or initials)	P.O. ADDRESS AND ZIP CODE	TEL. NO.
1 Chm.		
2 V-Chm.		
3 Secy.		
4 Treas.		
5 Leader teacher		
6 Other members		
7		
8		
9		
10		
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12		
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Blank Form

(Name of MAEH Study Group)

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Table with multiple columns and rows, containing faint text and possibly a grid structure.

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Time.....

Secretary's Report

Topic.....

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Place of meeting..... Hostess.....

Attendance: Members..... Visitors..... Total.....

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Membership changes:
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New members.....

Members dropped.....

BUSINESS MEETING — Include name of presiding officer, approval of previous minutes, treasurer's report, committee reports; all motions, by whom made and seconded and action taken (carried or lost).

Signed..... SECRETARY

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Suggestions for other lessons —

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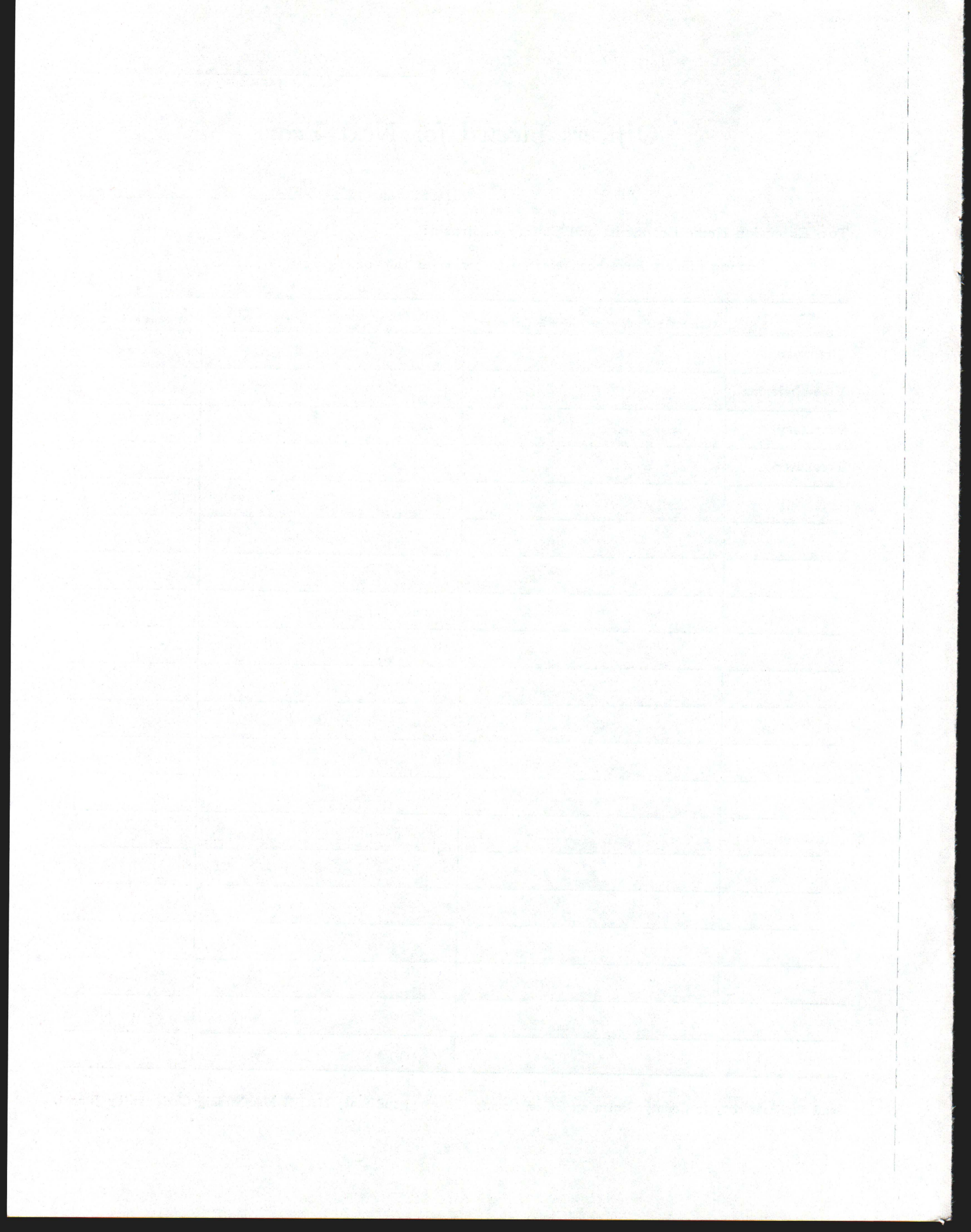
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Instructions to Treasurer

If treasurer is a different officer than secretary, tear the treasurer's sheets out of the secretary's book. Place them securely in a binder or notebook.

1. When you first take office:

- a. Discuss your duties with the chairman and find out if all bills must be presented to the chairman for OK before you are to issue payment.
- b. Consult with the outgoing treasurer
 - What your exact duties are.
 - At what bank are funds kept and the exact name of organization in which the account is kept.
 - Arrange to go to bank with her and get the account changed so it has your name on it.
 - Have the outgoing treasurer have her accounts audited by the chairman and one member before she turns the bank and check book and financial statement with balance on hand to you.
 - About county and/or area dues:
 - how much are they (including 75¢ for State MAEH dues)
 - when and to whom are they sent.....

2. As treasurer of your MAEH Study Group

- a. Receive and deposit all local and county and/or area dues from members. Credit each member with amount of dues paid on page 17.
- b. Receive all moneys for the organization and list date, source of income and amount on page 18.
- c. Send county and/or area dues of.....per member to county and/or area treasurer by Be sure name of the study group, your name and address is enclosed with check.
- d. Pay all bills of the organization after they have been OKed by the chairman.
- e. Record date, to whom paid, and for what purpose on Expenditures, page 19. Figure balance on hand once each month and record in balance column.
- f. At each monthly meeting prepare and give a treasurer's report in writing to the secretary so that she may record it on the back of the page of her secretary's minutes.
- g. Once a year and at the close of your term of office prepare a statement of
 - balance on hand when you took office
 - sources and amounts of total income
 - total expenditures
 - balance on hand at close of year or close of term.

Have chairman and one member audit your report before you pass account on to next treasurer.

Cooperative Extension Service Programs are open to all without regard to race, color, creed, or national origin. Issued in furtherance of cooperative extension work in agriculture and home economics, acts of May 8, and June 30, 1914, in cooperation with the U.S. Department of Agriculture. Gordon E. Guyer, Director, Cooperative Extension Service, Michigan State University, E. Lansing, MI 48824.

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