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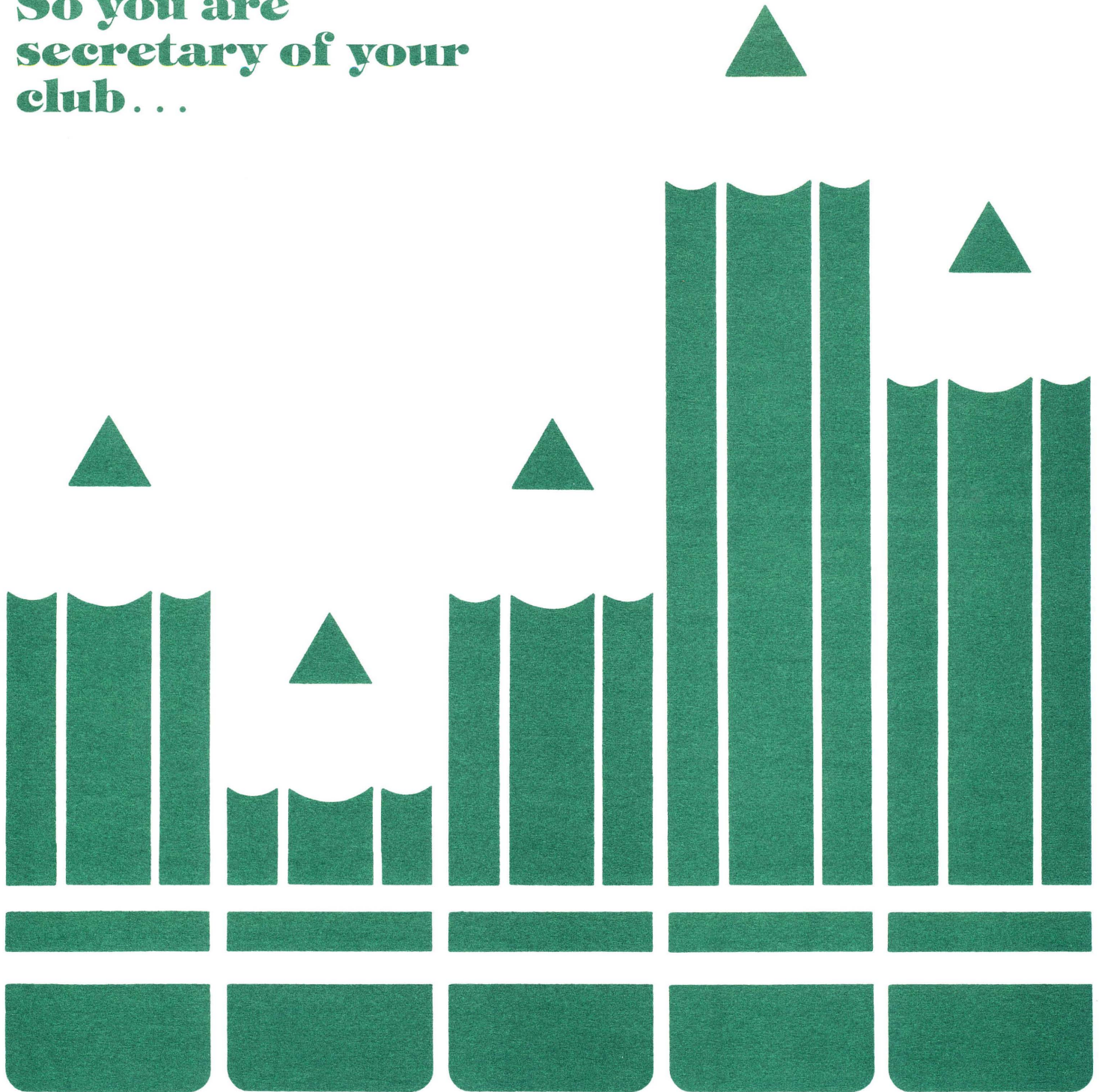
So You Are Secretary of Your Club (Was 4H 510C3)
Michigan State University Cooperative Extension Service
4-H Club Bulletin
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**So you are
secretary of your
club...**



4-H Youth Programs
Cooperative Extension Service
Michigan State University

You, and all officers of 4-H clubs, are representatives. You represent not only the local club, but the whole 4-H program throughout the state. Your skills and abilities, standards and ideals, grooming, speech, and even smiles represent Michigan 4-H. Representing others is one of your most important responsibilities because it exists at all times—not just while you are at the 4-H meetings. Those who are not acquainted with 4-H judge it by its officers.

Checklist for Secretaries

- _____ I sit next to or near the president during the business meeting.
- _____ I inform the president and leaders if I'm going to be absent.
- _____ I work cooperatively with other officers.
- _____ I call roll and keep an accurate record of attendance.
- _____ I read minutes of the previous meeting and make corrections if necessary.
- _____ I take accurate notes of each meeting's events.
- _____ When called upon by the president, I state any unfinished business left from the previous meeting.
- _____ I assist the president during the meeting by writing the motions as stated and restating the motion if necessary.
- _____ I read correspondence directed to our club and write letters sent from the club.
- _____ I maintain a record of all officers and committees.
- _____ I cooperate with the reporter by giving information the reporter needs to prepare articles for the newspaper.
- _____ I use the notes taken at each meeting and rewrite an accurate and precise record of all minutes of previous meetings in the secretary's book.

How to Prepare for the Meeting

- Arrange all correspondence (letters, cards) received since the last meeting in convenient order and take to the meeting.

- Be sure to have an up-to-date roll of members for convenient checking of attendance. It is part of your job to keep accurate membership records.
- Have a list of standing and special committees with the duties of each.
- Check the minutes of the last meeting for old business such as tabled or postponed motions. Be prepared to call old business to the attention of the club.
- If you cannot attend a meeting of your club, notify the president who will designate a member as acting secretary. Your secretary's record book will be needed in the meeting so give it to someone who will take it to the meeting.

After the Meeting

- Write the minutes in the space provided as soon as possible after the meeting. Write them first on scratch paper and then in your secretary's record book. Minutes should be neat, legible and written in ink.
- Sign at the bottom of the minutes. The person who is presiding when the minutes are approved also signs at the bottom of the minutes.
- Inform absent officers or committee chairpersons of action which concerns them. Notify all absent members of their appointment to committees.
- Keep all records in a place known by and convenient to others in case of your absence.
- Write all necessary business letters and letters of thanks for the club.

Guidelines for Secretaries

Attendance Record

It is the responsibility of the secretary to keep an accurate record of each member's attendance. During the business meeting the president will ask the secretary to take roll call.

President says: "The secretary will please call the roll."

Secretary remains seated and announces how roll call is to be answered and then calls the names of the members. Then all visitors are introduced to the group.

The secretary records names of visitors who are present. Mark an X after the name when present and A when absent. Additional information about each member (address, years in 4-H and birthdate) has been previously recorded. During the meeting's program, the secretary records members who give

educational presentations and lead music or recreation. See the sample at the bottom of this page.

Secretary Minutes Should Include:

1. Kind of meeting (regular or special)
2. Name of group
3. Place and date of meeting
4. Who presided
5. Time meeting started
6. Number of members and guests present
7. Approval of minutes of previous meeting
8. Treasurer's report
9. Report of other officers and committees
10. Complete motions, with the name of the person making the motion (name of person seconding the motion is not needed)
11. Important points discussed, if they are of value for future reference
12. Adjournment
13. Outline of educational program
14. Secretary's signature

A sample of secretary's minutes:

The regular meeting of the Clover Clan 4-H Club was held at Chris Johnson's on November 21, 1989. The meeting was called to order by Barb Jones at 1 p.m. Roll call was answered by 17 members. Two visitors were present. Minutes of the previous meeting were read and approved. The treasurer's report was given. Balance on hand is \$30.15.

Sandy Schenk, vice president and chair of the program committee, reported that the committee had met and prepared the program for the next year. She presented the program for the approval of the group.

Ray Brown moved that the report be accepted and that the program be mimeographed for each member. Motion seconded and carried.

Jim Baker moved that the club sponsor a basketball tournament the second Saturday in December. Motion seconded and carried.

The president appointed Louise Moore, Sally Miller, and Bob Bates as a committee to work with Ed Furman, our leader, to develop plans for the basketball tournament.

It was moved by Ann Strong that the meeting adjourn. Motion seconded and carried. The meeting adjourned at 2:30 p.m.

The program was:
 Presentation: "Selection and Care of Shoes" by Louise Moore
 "Achievement Day Courtesy" by Ed Furman

Secretary,



Bill Hawley

4-H Members		Attendance Record					Gave 4-H educational presentation at club meeting	Led music or recreation	Years in 4-H	Birthdate
Name	Address and Phone	Sept. 14	Oct. 17	Nov. 16	Dec. 12	Jan. 15				
1 Dave White	1620 First St., 555-0000	X	X	A	X	X	Jan.	Dec.	4	12/1/75
2										
3										
4										
5										

Practice for Secretaries

Please rewrite the following minutes correctly. Leave out all unnecessary information.

The regular meeting of the Dandy Doers 4-H Club was held at Betty Jones's on September 31, 1989. The meeting was called to order by Tom Thumb 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 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 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.

Problems for Secretaries

Problem:

At the November meeting the club was discussing the possibility of having a Christmas party with another club. Someone remembered having discussed it at the October meeting and having made a motion to have a party. 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 Dandy Doers 4-H Club, 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:

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