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So You Are Secretary of Your Club  
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

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## What Is Your Job?

1. Keep careful and complete records of your club.
2. Sit in front, near the president.
3. Take accurate minutes of all meetings. Be prepared to read them when called upon.
4. Keep a complete list of names and addresses of members and record their attendance. Call the roll when asked.
5. When both president and vice-president are absent, serve as temporary chairperson.
6. At business meetings, remind the president of matters that need attention as shown by minutes of earlier meetings.
7. Do your part to make meetings “click.”
8. Send regular reports as requested by the county Extension office or by members and officers of the club.
9. Handle necessary correspondence as directed by the club or officers. Keep copies for later reference.
10. Serve as a member of the executive committee.
11. Hand your records to the club president if you cannot be at a meeting. (A pro-tem secretary will be appointed.)

## To Keep Better Records

1. Consult your 4-H secretary’s book.
2. Use a regular opening form which includes
  - a. Kind of meeting
  - b. Name of the club
  - c. Date, place, and time of meeting
  - d. Name of presiding officer and person recording the minutes
3. On a sheet of paper, jot down notes about important things as they are discussed. Transfer, in ink, in finished form to secretary’s book immediately after the meeting.
4. Use space provided in secretary’s book for roll call.
5. Fasten a copy of the yearly program to the back cover of the secretary’s book for reference.

6. When minutes are approved, write “approved” and the date at the bottom, and sign your name.
7. Keep an accurate file of correspondence.

## Where To Get Help

### BOOKS OR PAMPHLETS YOU CAN PROCURE:

*Michigan 4-H Club Secretary’s Record Book*—Available from your county Extension office.

*The Meeting Will Come to Order* by Sponberg—Available from your county Extension office.

*Roberts’ Rules of Order*—Available from your local library or bookstore.

## NOTES



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