



HELPFUL HINTS

for Completing the Illinois 4-H Club Secretary's Record

YOU HAVE BEEN ELECTED!!!

Congratulations on your election to the office of secretary. As an officer, you are expected to work with the other officers in carrying out the goals of the group. As secretary, you have the unique responsibility of keeping the records of the club's business.

The *Secretary's Record Book* is the official record of your 4-H club for the year. It will contain the Record of business transacted at each meeting. It also lists members, leaders, officers and committees of the club. Carefully filled out and inserted in your historian's book, your *Secretary's Record Book* will provide permanent record and history of your club. Experience has shown such records to be very valuable in later years.



GETTING READY FOR THE MEETING:

- It is a good idea to use a three-ring notebook or folder to keep all of your notes, minutes and correspondence for the club.
- At the beginning of the 4-H year (September 1 – August 31), ask your club officers and leaders to review and establish the Constitution and By-Laws for your 4-H club. After they are complete, present them to the club membership and instruct the president to have the members vote their approval.
- 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 listing of members for checking attendance.
- Have a list of standing and special committees with the duties of each.
- Have a copy of the minutes of the last club meeting for review and approval by the membership.
- Check the minutes of the last club 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 club meeting, 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 minutes.

SECRETARY'S ROLE AT THE MEETING:

- Arrive at the meeting place early to discuss the items of business with the leaders and other officers.
- Be ready in the absence of the president and vice president to call the meeting to order on time and preside during the election of a temporary chairperson who then presides during the meeting.
- Sit beside the person who is presiding, preferably at a table in the front of the room.
- Call the roll of the club members when directed by the president. You may be seated to call the roll.
- Read the minutes of the previous meeting when directed by the president. You should stand to read the minutes. Minutes are the permanent records of the 4-H club. To be certain they are correct, the president asks, "Are there any corrections to the minutes?" If someone suggests a change, make the correction by drawing a line through the incorrect word or words and write the correction above it. If an addition is suggested, write it in the margin.
- If your club has a regular member newsletter, you may wish to distribute the minutes in advance. Then, the president would only have to approve them at the meeting, saving valuable meeting time.
- Read communications when requested by the president. If there are none, you should state so to the president.
- Take enough notes so that you can carefully record the minutes of the meeting.
- Help the president during the meeting in the following ways:
 1. Write down motions as stated. If you do not understand a motion or do not have time to write it down, request that the motion be restated. You must be able to state the motion.
 2. Help maintain parliamentary procedures.
 3. Announce old business, if any, when the president asks, "Is there any old business?" If there is none, inform the president.

Unfinished Business: _____

Motion for Action: _____

Made by: _____ Seconded by: _____

Check one:
Votes For: _____ Votes Against: _____ Motion Passed: _____ or Failed _____

New Business: _____

Motion: _____

Made by: _____ Seconded by: _____

Check one:
Votes For: _____ Votes Against: _____ Motion Passed: _____ or Failed _____

Committees Appointed:

Assignment: _____ Members: _____

Assignment: _____ Members: _____

Announcements: _____

Adjourn Motion by: _____ Seconded by: _____

Check one:
Motion Passed _____ or Failed _____ Adjourn Time: _____

Program (demonstrations, talks, and other presentations)

Subject: _____ Presenter: _____

Subject: _____ Presenter: _____

Subject: _____ Presenter: _____

Subject: _____ Presenter: _____

Recreation

Activity: _____ Led by: _____

Refreshments: _____ Provided by: _____

Other Notes: _____



Secretary's Worksheet For 4-H Club Meetings

This outline is suggested for recording minutes at your local 4-H club meeting. You may wish to copy this form or use a similar one during each meeting.

CLUB NAME: Rocky Run 4-H Club

Check one:

Regular Meeting Date: November 8, 2012 Time: 1:00 pomp
month/day/year

Special Meeting

Place: 4-H Building

Permeating Activity: Preparing a Thanksgiving basket for a needy family

Led by: Jenny Kim

Business:

Call to Order by: Cindy Jenkins, President

Pledge of Allegiance Led by: Laura Alonso

4-H Pledge Led by: Michael Meade

Roll Call Subject:

Number in attendance: 15 Members: 1 Leaders: 2 Guests

Minutes of Previous Meeting read by: Bill Smith, Secretary

Check one:

Approved as read or corrected

Treasurer's Report by: Kevin Nelson, Treasurer Sum Reported: \$27.15

Motion to Approve by: Kathy Axe

Seconded by: Jason O'Connor

Check one:

Motion Passed or Failed

Committee and/or Officer Reports:

Subject: Distribute 4-H Club program booklets for the coming year

Led By: Susie Jones, program committee chair

Subject: _____

Led By: _____

MINUTES OF MEETINGS

First Meeting: Date November 10, 2012 Place 4-H Building

Members Present 15 Leaders Present 1 Guests Present 2

Jenny Kim led the members in preparing a Thanksgiving basket for a needy family prior to the regular meeting of the Rocky Run 4-H Club. The meeting was called to order by Cindy Jenkins, president at 1:00 p.m. The Pledge of Allegiance was led by Laura Alsonso and the 4-H Pledge was led by Michael Meade. Minutes of the previous meeting were read by Bill Smith, Secretary, and approved. The treasurer's report was given by Kevin Nelson, Treasurer. Balance on hand is \$27.15.

Susie Jones, vice president and chairman of the program committee, reported that the program committee had met and prepared the program for the coming year. She presented programs to the group for approval. Mark Smith moved that the report be accepted and that a copy of the programs be made for each member. Motion was seconded and carried.

Sally Jones moved that the club sponsor a bake sale in January to raise money for 4-H camp, Motion was seconded by Pete Evans and carried.

The president appointed Liz Backer, Rodger Link, and Cathy Smith as a committee to work with Mrs. Johnson to develop plans for the bake sale and report back at the December meeting.

Karen Fleming leader, announced the date and time of the 4-H County Achievement programs.

Liz Baker moved that the meeting adjourn. Motion was seconded by Maria King and carried Meeting adjourned at 1:30 p.m.

The program included demonstrations by Chris Claw and Peggy Drew and presentation by Roger Link and Mr. David Jones. Cookies and juice were served by Cathy Smith and Susie Jones.

Recorded By: Bill Smith, Secretary

Approved By: Cindy Jenkins, president

Date Approved: December 8, 2012

AFTER THE MEETING:

- Write the minutes of the meeting into the sentence form. Draft them first on scratch paper, then in a format for submitting to the club at the next meeting.
- Place minutes of the previous meeting into your *Secretary's Record Book*. Indicate the name of the person who prepared the minutes and the date approved by the club membership at the bottom. Minutes should be neat, legible, and may be typed or handwritten in ink.
- Inform absent officers or committee chairs of action that concerns them. Notify all absent members of their appointments to committees.
- Write all necessary business correspondence and letters of thanks on behalf of the club membership.

AT THE CLOSE OF THE 4-H YEAR:

- After entering all corrected and approved minutes of club business meetings and summarizing notes on club activities, review your *Secretary's Record Book* a final time for accuracy and completeness.
- Give your completed Secretary's Record Book to your leaders for submission to your University of Illinois Extension Unit Office.
- Be prepared to deliver all the club secretary's supplies and records to your successor.