

# SECRETARY'S RECORD BOOK

\_\_\_\_\_ CLUB

MISSISSIPPI HOMEMAKER  
VOLUNTEERS, INC.



YEAR \_\_\_\_\_

Secretary \_\_\_\_\_

County Director \_\_\_\_\_

County \_\_\_\_\_

## INSTRUCTIONS FOR USING THIS RECORD BOOK

We suggest this book be put in a loose-leaf binder (the type used by school children) for use during the year.

If additional pages are needed for club rolls, order them from the office of the leadership development specialist.

Other pages may be hole-punched and inserted as needed.

Reports of all completed committee work should be reported under the goals and completed accomplishments section.

A president's narrative is **necessary** for a complete picture of the work accomplished.

# Secretary of an Organization

Keeping records is always a big responsibility. Your job as secretary is vital because your council cannot function efficiently without current and accurate records.

## Your Responsibilities

Think about your secretarial position. It is critical that you become familiar with and carry out each part of the secretary's job. A record lost, a list unmade, or a report not filed can mean trouble for your organization. This means doing jobs when they need to be done, having records when they are needed, and knowing where things are.

Your responsibilities as secretary include the following:

- Writing the minutes.
- Keeping an up-to-date membership roll.
- Checking attendance at each meeting.
- Making a record of all committees and notifying members if they were named to committees when they were absent.
- Handling the correspondence.
- Presiding at the meeting when the president and vice-president are absent.
- Keeping a copy of the bylaws with amendments properly entered.
- Taking part in each meeting.

## Keeping Minutes

First on the list of secretarial responsibilities is taking and writing the minutes. Your club has a record book designated for the minutes. It's your job to accurately record accounts of each meeting in the order the business and the programs are conducted. The minutes are more than just a "handy reference" if properly written. They become a written history of your organization.

It may be helpful during the business meeting to take minutes in note form without being overly concerned about neatness. This way you can keep your mind on what people are saying and doing. You can enter the minutes in the official record book when you get home, taking all the time you need to transcribe your notes.

An Outline of the minutes includes the following:

- I. Opening of minutes
  - a. Notes the kind of meeting (whether regular or special)
  - b. States the name of the council
  - c. States the date, time, and place of the meeting.
  - d. States the name of the presiding officer.
  - e. Notes that a quorum was present.
- II. Proceeding of the minutes
  - a. Notes whether the minutes of the previous meeting were read, corrected, and approved.
  - b. States the subject of each report, the name of the person who presented it, and the action taken on it. Sometimes minutes also contain summaries of important reports.
  - c. Notes all motions and their results. The minutes should not contain discussion of motions.
  - d. Notes all points of order, appeal, and outcome.
- III. Closing of the minutes
  - a. Notes the hour of adjournment.
  - b. Contains the secretary's signature.

The minutes are records of what was done, **not** what was said. Minutes should not contain discussions, personal opinions, adjectives, or interpretations. The secretary signs the minutes when they are written, and the president signs after they are approved. Corrections to the minutes are made by marking through the word or words to be corrected and writing the correction above, or in the margin, and then by initialing.

## Handling Correspondence

A secretary is responsible for all council correspondence, e.g., notifying members of meetings, writing sympathy or congratulatory messages, writing thank-you notes, and replying to all letters and inquiries. As a courtesy, a copy of correspondence should be sent to the persons mentioned in the letter and the appropriate committee chair. The president of your club should receive copies of all correspondence. Be prepared to read all correspondence at the business meetings.

## Attendance Records

The secretary is responsible for keeping attendance records. Record the names of all members and monitor with their attendance. Develop symbols for absent, present, excused, and other often-used terms to make attendance records easier to understand and to record.

Keep entries current; make sure they are legible and neat. Erasures or corrections should be verified and initialed. If roll is taken by sign-up sheet, transfer the data to the attendance book immediately after the meeting.

## Other Duties

You are the president's secretarial assistant: always be prepared to explain what business is pending. As secretary, you have all the rights to membership. You may introduce motions, discuss them, and vote on all measures. You need to be present at all meetings, and if you are unable to attend, you should send the record book to the president before the meeting.

ALL LETTERS FROM THE COUNCIL PRESIDENT SHOULD BE PLACED IN THE RECORD UPON COMPLETION OF THE YEAR'S WORK.

If you have any questions, do not hesitate to call Marilyn Bailey (228) 546-1011 or Reba Bland (662) 252-3541.

## **MOTION SHEET - Suggestion for use by secretary for Minutes**

**Meeting Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Motion Number 1:**

\_\_\_\_\_  
\_\_\_\_\_

**Proposed by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**For:** \_\_\_\_\_ **Against:** \_\_\_\_\_

**Motion Number 2:**

\_\_\_\_\_  
\_\_\_\_\_

**Proposed by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**For:** \_\_\_\_\_ **Against:** \_\_\_\_\_

**Motion Number 3:**

\_\_\_\_\_  
\_\_\_\_\_

**Proposed by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**For:** \_\_\_\_\_ **Against:** \_\_\_\_\_

**Motion Number 4:**

\_\_\_\_\_  
\_\_\_\_\_

**Proposed by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Motion Number 5:**

\_\_\_\_\_

\_\_\_\_\_

**Proposed by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**For:** \_\_\_\_\_ **Against:** \_\_\_\_\_

**Mississippi Homemaker Volunteers, Inc.**  
**Secretary's Record** **CLUB** \_\_\_\_\_  
**Score Sheet**

**Point system based on 1 (low) – 10 (high)**

	1	2	3	4	5	6	7	8	9	10	11	12	Totals
<b>Overall Appearance</b>													
<b>Officers-County and Local</b>													
<b>Club Representation for County Council</b>													
<b>Program Leaders</b>													
<b>Meetings Attendance</b>													
<b>Club Program and Activities</b>													
<b>Club Program &amp; Activities</b>													
<b>Goals and Results</b>													
<b>Financial Report</b>													
<b>4-H Club</b>													
<b>Club Projects or Special Activities</b>													
<b>Summary of Year's Work</b>													
<b>Participation in Contests, Exhibits</b>													

<b>News Clippings, Pictures</b>														
<b>President's Message</b>														
<b>Submitted</b>														

<b>OFFICERS AND CHAIRS</b>		
<b>OFFICE OR COMMITTEE</b>	<b>NAME</b>	<b>ADDRESS</b>
<b>Officers</b>		
<b>President</b>		
<b>Vice President (Program Chair)</b>		
<b>Secretary</b>		
<b>Treasurer</b>		
<b>Parliamentarian</b>		
<b>Historian</b>		
<b>4-H Advisor</b>		
<b>Education Chairs</b>		
<b>Family Issues</b>		
<b>Community Special Projects</b>		
<b>Environment</b>		
<b>International</b>		
<b>Health and Nutrition</b>		
<b>Standing Chairs</b>		
<b>Awards and Recognition</b>		
<b>Budget</b>		
<b>Credentials</b>		
<b>Scholarship</b>		
<b>Membership</b>		
<b>Nominating</b>		
<b>Public Relations</b>		

Young Homemakers		
<b>Special Events Chairs</b>		
Cultural Arts		
Fashion Revue		

**CLUB REPRESENTATION FOR COUNTY COUNCIL**

1. Committee or Office \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

2. Committee or Office \_\_\_\_\_

Name \_\_\_\_\_

3. Committee or Office \_\_\_\_\_

Name \_\_\_\_\_

**CLUB REPRESENTATION FOR AREA OR STATE COUNCIL**

1. Committee or Office \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

2. Committee or Office \_\_\_\_\_

Name \_\_\_\_\_

3. Committee or Office \_\_\_\_\_



Name \_\_\_\_\_

**PROGRAM LEADERS**

<b>MONTH</b>	<b>NAME</b>
<b>January</b>	
<b>February</b>	
<b>March</b>	
<b>April</b>	
<b>May</b>	
<b>June</b>	
<b>July</b>	
<b>August</b>	
<b>September</b>	
<b>October</b>	










**CLUB PROGRAM**

Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Place of Meeting \_\_\_\_\_

Devotion \_\_\_\_\_ Led By \_\_\_\_\_

Business and Reports:

Name of Educational Note:

\_\_\_\_\_ Given by \_\_\_\_\_

Program:

\_\_\_\_\_ Given By \_\_\_\_\_

Other:

\_\_\_\_\_ Given By \_\_\_\_\_

**RECORD OF MEETING  
MINTUES**

**Signed:** \_\_\_\_\_  
**Secretary**

Signed: \_\_\_\_\_  
President

Number of present \_\_\_\_\_ Number of visitors present \_\_\_\_\_

Number attending council meeting: Officers \_\_\_\_\_ Others \_\_\_\_\_

Number of leaders attending training meeting \_\_\_\_\_

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Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Place of Meeting \_\_\_\_\_

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Business and Reports:

Name of Educational Note:

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Program:

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Other:

\_\_\_\_\_ Given By \_\_\_\_\_

### RECORD OF MEETING MINTUES



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**Secretary**

Signed: \_\_\_\_\_  
President

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MINTUES**

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**Signed:** \_\_\_\_\_

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WHAT THE CLUB PLANS TO THIS YEAR (GOALS)	WHAT THE CLUB DID THIS YEAR (RESULTS)

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## FINACIAL REPORT OF CLUB FOR YEAR

Total amount of money made \_\_\_\_\_

Total amount of money spent \_\_\_\_\_

Deposits (date and amount)	Expenditures (date, amount, and purpose)	Balance in Treasury

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## COOPERATION IN 4-H CLUB WORK

1. Does your MHV club's community have a 4-H club?	
2. Number of monthly or quarterly recreational programs or activities conducted for 4-H club members	
3. Number of times 4-H club members were on MHV club program	
4. Number of 4-H club members on program	
5. Number of times 4-H club leader and advisor were on MHV club program	
6. Number of MHV club members assisting with community contests	
7. Number of MHV club members giving project demonstration or instruction for 4-H club members.	
8. Number of 4-H demonstrations/judging teams trained	
9. Did your club assist with transportation to	
1. 4-H council meetings	
2. Contests	
3. Other events	
10. Did your club have 4-H members enter exhibits at flower and vegetable shows? Fashion Revue?	
11. Number of events MHV club sponsored to stimulate better parent 4-H member relationships, such as parents' night, programs, banquets, etc.	



12. Number of parents on program or assisting with exhibits or special events	
13. Number of visits to 4-H club members' projects by MHV club members	
14. Number of leaders from your club attending 4-H volunteer leader training	

**CLUB PROJECTS OR SPECIAL ACTIVITIES**

**(Record your club's activities in such things as school or church improvement, foreign relief, Red Cross, playgrounds, or libraries.)**

### CLUB PROJECTS OR SPECIAL ACTIVITIES

Number in club January 1 (If new club, when organized) Number of members added during year	
Number of members lost during year	
Number of members at end of club year	
Number of nonmembers reached during year	
Number of council meetings at which club was represented Average attendance at council meetings	
Number of programs given at club meetings	
Number of Educational Notes given by members	
Number of club members earning achievement awards	
Number of pins earned: (See Handbook for criteria)	
Three-ruby pins	
Five-ruby pin	
Three-diamond pin	
Five-Diamond pin	
25 year service pin	
50 year service pin	
60 year service pin	
65 year service pin	
70 year service pin	
75 year service pin	
Other pins	

Amount paid for council dues	
Other	

## PARTICIPATION IN CONTEST OR EXHIBITS

CONTEST OR EXHIBIT	Number of Entries	Awards Won
1. Community Beautification		
2. Program Leader's Contest		
3. Garden Leader's Record		
4. County Fashion revue		
5. Home Environment Contest		
6. Reports to County Education and Standing Chairs		
<b>NAME OF REPORT</b>	<b>NAME OF CHAIR</b>	


## **NEWS CLIPPINGS AND PICTURES**

(Add additional pages if needed)

## **PRESIDENT'S NARRATIVE**

**Mississippi State**  
UNIVERSITY  
**Extension**  

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**SERVICE**

[MSUcares.com](http://MSUcares.com)

Mississippi Homemaker Volunteers, Inc., does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation or group affiliation, age, disability, or veteran status.

Mississippi State University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation or group affiliation, age, disability, or veteran status.

**Form 19**

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