



COOPERATIVE EXTENSION
UNIVERSITY OF CALIFORNIA

Sonoma County 4-H



OFFICER TRAINING MANUAL

SECRETARY'S BOOK

DUTIES
AND
SUGGESTIONS

133 Aviation Boulevard, Suite 109 • Santa Rosa CA 95403
(707) 565-2621 • FAX: (707) 565-2623

RESPONSIBILITIES OF THE SECRETARY

Depending on the size and needs of the club, the secretarial duties can be performed by one person or shared by a recording secretary, a correspondence secretary, and even an attendance secretary. Together these officers would establish and maintain a secretary's binder containing club documents for the current program year. Computers can be used for writing minutes and maintaining a record of attendance.

Recording Secretary

General Duties

- Record the proceedings, or "take minutes," of each meeting.
- Set-up and maintain a secretary's binder for the program year. Include sections for: annual goals and annual program plans; the club roster and attendance; meeting minutes; committee reports; and correspondence.

IMPORTANT SECRETARIAL JOBS

- Write accurate minutes
- Update the roster of members
- Record attendance at meetings
- Write thank-you notes
- Reply promptly to correspondence
- Don't procrastinate!
Write-up minutes and correspondence soon after each meeting while your memory and notes are fresh!

members indicate they are needed.

- Record minutes of all meetings.

- Record all motions and the names of the people who make and second those motions. At the request of the president, read the motion aloud to the group as stated. Record changes to a motion. Enter the final motion and membership vote in the minutes.
- Record the names of officers elected,

committees appointed, and other business conducted during the meeting. Make note of the meeting's guest speakers and any demonstrations, entertainment, or activities that took place during the meeting.

At Club Meetings

- Sit next to the president at the front of the room.
- Stand and read minutes of the last meeting when the president calls for them to be read. Make corrections to the minutes if club

SECRETARY'S BOOK

- Record the treasurer's report in the minutes of the meeting.
- Keep a list of topics that are discussed and require further discussion at the next meeting

("old business").

When called upon by the president, state the nature of any old business that needs attention.

If there is no old business, state that to the

president.

- Collect and file all committee reports.
- If you must miss a meeting, make sure that the secretary's binder gets to the meeting. The corresponding secretary or someone appointed by the president will take the minutes.

End of Year

- Give the community club leader a completed secretary's binder with minutes from all club meetings.

Correspondence Secretary

General Duties

- When called upon by the president, read aloud to the club members any correspondence

received by the club.

- Report on any letters you have written on behalf of the club since the last meeting.

- During the meeting, make notes of any correspondence that club members decide they want you to write.

- Send thank-you notes to guest speakers and to people who make donations to the club.
- File all correspondence in the secretary's binder.

Attendance Secretary

General Duties

- Take roll at each club meeting and keep a record of attendance. This may be done by calling each name, by distributing a sign-in sheet, or by taking attendance as members arrive.

4-H SECRETARY'S AWARD

General Information

- It is the desire of the committee to use the award system described on this paper and the County Officer's training as educational tools to assist the local club secretaries in keeping accurate records.
- The 4-H Secretaries will use this description approved by County Incentives & Recognitions (I&R) Committee.
- The County Club Council Secretaries will represent the Secretary Award committee. Club Secretaries submitting a gold award book will be recognized at the Sonoma County Achievement Event. The Secretary's Book is club property and is returned to the club's Community Leader.
- The following criteria will be used when judging books for Secretary's Awards:
 - **64% on completeness and neatness of minutes**
 - **36% on completeness and neatness of the 4-H Secretary Book**
- **Deadline** – book is due to the 4-H office each year by the date set by the County Club Council.
- **Points Criteria** to reach Gold = 85% or more, Blue = 84-70%, Red = 69-60%

SUBMITTING AN AWARD-WINNING SECRETARY'S BOOK

- A complete Secretary's Book should contain **all 12 items** listed in the "Secretary's Book Check Sheet" overleaf.
- Inclusion of each item, in order, will count towards the "neatness and completeness" of your book, and each is worth 3 points (**36 points total**)
- Recording of minutes is a Secretary's most important duty and each month's minutes will be judged in detail. Judges will be looking for the qualities listed in Section 7/Minutes on the check sheet (**64 points**).
- Information on writing minutes can be found at
- **<http://ca4h.org/4hresource/forms/manuals/4H1036-OfficersManual.pdf>**
- Please use a standard ring binder. You may find dividers useful.

SECRETARY'S BOOK CHECK SHEET

Please include items in this order:

1. List of Club Leaders – Community Leader(s) and Project Leaders, complete with names, addresses, and telephone numbers
2. List of Club Officers – names, addresses, phone numbers.
3. Member's Roll – a chart listing members and attendance record.
4. Annual Club Planner
5. Club Meeting Planner
6. Committee's list – Name of each committee, chairperson(s), members, and adult advisor(s), e.g. budget, party, fundraising.
7. Minutes of each month's meetings
 - a. A full and accurate account of the meeting, including names, dates, places.
 - b. Neatness. Typed or neatly handwritten in ink, correct spelling
 - c. Include motions for all business decided by the club. What the motion was, names of people who made and seconded the motion, and whether is passed or not. For example: Kelly Smith made a motion to approve the Treasurer's Report as submitted, it was seconded by Patrick Fisher and passed by vote.
 - d. Treasurer's Report – should include ending balance(s) for month, and explain income and expenses.
 - e. Reports - given by Club Leaders, Officers, committees etc.
 - f. Signed and dated each month by secretary.
 - g. Any additions or corrections to previous minutes, noted if necessary.

Attachments to be included:

8. Current club constitution and by-laws
9. Treasurer's proposed budget
10. Treasurer's Final (end-of year) Report
11. Treasurer's Audit Report ("Peer Review Checklist") – done independently of club treasurer, signed by 2 adults and 2 members.
12. Annual Inventory Report

Supplement (not required for judging):

- Club attendance award

SECRETARY'S BOOK

ROLL OF 4-H MEMBERS

[illegible]

Legend:

X means attended

EX means excused

AB means absent

Dropped means member no longer active in club

SECRETARY'S BOOK

ANNUAL CLUB PLANNER, PT. 1 – * SAMPLE *

Month	Meetings, Events or Activities	Committee/Person Responsible
Sep.	Enrollment Distribute Awards & pins Collect program committee chairs	Club Leader & President/ Bert & Suzanne
Oct.	Officer training review Achievement night review Discuss fundraiser	Club Ex. Board & fundraising committee/ Patti & Patrick
Nov.	New member introductions	Welcome Committee/ Michaela & Pedro
Dec.	Discuss: fundraiser, trophies we sponsor	Fundraising Committee/ Patrick
Jan.	Collect volunteers for helping @ Rotary luncheon	Rotary luncheon committee/ Jolene
Feb.	Review: After school project; fundraiser	Outreach committee/Michael
Mar.	ChickenQue: posters, sign-ups Presentation Day review	CQ Committee/Annette & Niko
Apr.	Review: Fair Code of Conduct Spring Fling review	Fair committee/Lisa
May	New Officers Vote Discuss End of Year goals ChickenQue review	Club Ex. Board/Suzanne
Jun.	Install New Officers? (may wait until Sep.)	Club Ex Board/Shelby

SECRETARY'S BOOK

ANNUAL CLUB PLANNER, PT. 1

Month	Meetings, Events or Activities	Committee/Person Responsible
Sep.		
Oct.		
Nov.		
Dec.		
Jan.		
Feb.		
Mar.		
Apr.		
May		
Jun.		

SECRETARY'S BOOK

ANNUAL CLUB PLANNER, PT. 2 - * SAMPLE *

Fill out at the beginning of the year and update as necessary.

CLUB NAME Your club's name YEAR 2005-06

CLUB GOALS FOR THE YEAR:

CLUB PROGRAM GOALS

1. Have 1 alumnus speak at our March meeting each year

2. Have each project do a demonstration during the club meetings

3. Have more games before the meetings

CLUB MEMBERSHIP GOALS

1. Maintain our current membership

2. Advertise in the local paper

3. Set up a display table at the elementary school on Back to School Night

CLUB COMMUNITY SERVICE GOALS

1. Start an after-school project for the elementary school

2. Have 80% member participation in this new project

3. Do 3 small services this year: caroling, canned food drive, school supplies collection

LEADERSHIP/MANAGEMENT GOALS

1. A Record Book Training Rep. for our club w/ workshops in April & May

2. Have 2 Reps. at the CCC meetings each month

3. Have a Proficiency Testing Leader, who will maintain the club book

ANNUAL CLUB PLANNER, PT. 2

Fill out at the beginning of the year and update as necessary.

CLUB NAME _____ YEAR _____

CLUB GOALS FOR THE YEAR:

CLUB PROGRAM GOALS

1. _____
2. _____
3. _____

CLUB MEMBERSHIP GOALS

1. _____
2. _____
3. _____

CLUB COMMUNITY SERVICE GOALS

1. _____
2. _____
3. _____

LEADERSHIP/MANAGEMENT GOALS

1. _____
2. _____
3. _____

CLUB MEETING PLANNER

Officers fill out each month.

Month	Business Agenda: Events, Activities, items for group decision	Program Agenda: Educational Program, Activity Speakers, Demonstrations	Recreation Agenda: Singing, Games, Shared Fun, Team Building
Sep.			
Oct.			
Nov.			
Dec.			
Jan.			
Feb.			
Mar.			
Apr.			
May			
Jun.			

4-H CLUB MEETING MINUTES - * SAMPLE *

All names used in sample are fictitious.

The meeting of the Union 4-H club was called to order by: Jack Brown, president.

At (time): 7:30 p.m. **On** (date): February, 5, 1998 **At** (location): Union Community Hall

Flag salute and 4 – H pledge led by: Jim Harris and Sally Jones

Action on previous meeting's minutes: The minutes of the January 3, 1998 meeting were read and approved with the following corrections. The correct date of the talent program is Saturday, March 21, 1998.

Treasurer's Report (Include expenditures since last meeting, income since last meeting, and current balance): No expenditures since last meeting. A deposit of \$86.04 was made from the proceeds of our Club rummage sale. Current balance of \$252.28.

Correspondence: A thank you letter from the food bank was read. A congratulations letter sent to the new county All Stars was read.

Other Officers' Reports: Reporter, Mary Griffin, submitted a newspaper article about our food drive to the local paper. It was printed, and a copy was given to our historian. Recreation Officer, Tim Taylor, requested that members bring their baseball gloves, bats and other equipment to the club picnic on Saturday, March 14.

4-H Council Report: No report presented at this meeting.

Committee Reports: Sarah Carr, parade committee chair, reported that 14 members have been working hard to finish the float for the Founders' Day Parade. Christy Hamilton, community service chair, reported that her committee is planning an Easter Egg coloring party for the children's ward at the hospital during spring break.

Old Business: There was no old business.

New Business: Mike Reynolds moved that the members sponsor a cleanup for the Community Hall grounds on Saturday, April 17. The motion was seconded and carried. Mike volunteered to chair the committee and was appointed. Harry Clark, June Harris, Ellen True, and Tom Blake volunteered to be on the committee.

Announcements: Mr. Glen Arndt announced a countywide Share-the-Fun program to be held at the Parkview School auditorium on Saturday, March 27.

Next Meeting: Union Community Center on March 5, 1998, at 7:30 p.m.

Business Meeting Adjourned: 8:15 p.m.

Program: Demonstration – Mike Reynolds – “How to Bathe Your Dog”
Project Exhibits – Beginning Crafts Project – June Harris, Molly Lee
Songs – led by song leaders Sue Williams & Ned Williams

Recreation: Recreation Officer, Tim Taylor, led the group in a jumping stick relay

Date: _____

Signed: _____

SECRETARY'S BOOK

4-H CLUB MEETING MINUTES - * SAMPLE *

All names used in sample are fictitious.

The meeting of the _____ 4-H club was called to order by: (name and title) .

At (time): _____ **On** (date): _____ **At** (location): _____.

Flag salute and 4 – H pledge led by: _____.

Action on previous meeting's minutes: _____

Treasurer's Report (Include expenditures since last meeting, income since last meeting, and current balance): _____

Correspondence: _____

Other Officers' Reports: _____

4-H Council Report: _____

Committee Reports: _____

Old Business: _____

New Business: _____

Announcements: _____

Next Meeting: _____

Business Meeting Adjourned: _____

Program: _____

Recreation: _____

Date: _____

Signed: _____

CLUB ATTENDANCE AWARD APPLICATION

Individuals must be present at meeting to be counted
(A maximum of three monetary awards will be given.)

Club Name _____
Club Year _____ to _____

	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Date of Meeting											
Number of Members Enrolled											
Number of Members Present											
Number of Leaders Present											
Number of Other Adults and Visitors											

Signature of Club Secretary _____

Signature of Club Leader _____

Club Attendance Criteria

1. Record club attendance on the club attendance award application, or take numbers from secretary book.
2. Have club secretary and community club leader sign the award application.
3. Submit club attendance award application in a separate report cover.

SOURCES OF 4-H CLIP ART



California 4-H Website

(also has photos from state-wide and sectional events)

<http://www.ca4h.org/4hresource/clipart/index.asp>

Florida 4-H Clip Art Gallery

<http://4h.ifas.ufl.edu/newsandinfo/ClipArt/ClipArtGallery.htm>

4-H and Non 4-H Clip Art Links

http://uwasnmnweb.uwyo.edu/cessupport/clip_art.asp

National 4-H Headquarters

<http://www.national4-hheadquarters.gov/index.htm>

Materials for 4-H Week

<http://www.4-hbrandnetwork.org>

Animal Clip Art

<http://classroomclipart.com/cgi-bin/kids/imageFolio.cgi?direct=clipart/Animals>