



SECRETARY HANDBOOK



THE UNIVERSITY OF ARIZONA
Cooperative Extension





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The University of Arizona Cooperative Extension
4-H Youth Development
Secretary Handbook

Adapted from: Michigan 4-H Secretary's Record Book and Montana 4-H Secretary's Handbook.

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by

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Duties of the Secretary

Congratulations on being selected as your 4-H Club's Secretary! It is such an honor that you were selected by your 4-H friends to lead your 4-H Club! Remember, with this honor comes the responsibility of being a positive representation of your club, and the Arizona 4-H program.

4-H Meeting

To understand and accept the responsibilities of Secretary I will:

Before the business meeting, you should:

- Collect all correspondence (letters, cards) received since the last meeting and take them to the meeting.
- Work with your leader to be sure to have an up-to-date list of members for checking attendance.
- Arrive at the meeting place ahead of time to discuss items of business with group leaders and club president before the meeting begins.
- Have a list of committees with the duties of each and member contact information.
- Check the minutes of the last meeting for old business such as tabled or postponed motions. Alert the President of any old business needing to be included in the upcoming meeting.

During the business meeting, you should:

- Sit near the president to make communication and accurate note taking easier.
- Conduct roll call at the president's request and keep an accurate record of attendance.
- Stand up to read the minutes of the previous meeting; correct the minutes as necessary and directed by the president; have the president sign the minutes after they are approved.
- Read any correspondence received.
- Take accurate minutes of each meeting and record all actions (actions are formal decisions made by a motion and a vote) taken.
- Write each motion as it is stated, restate the motion to the group before the vote is taken and then record the action taken.
- Record the treasurer's report and a summary of committee reports and other officer reports in the minutes.
- Conduct meetings when the president, vice president and treasurer are all absent.

After the meeting, you should:

- Complete the minutes and sign them prior to the next meeting.
- Inform absent officers and committee members of actions that affect or involve them.
- Write letters sent from the group (for example, business correspondence, and letters of request and thank-you notes).
- Work with the reporter by giving him or her the information needed to prepare articles for the news/media.

- Keep a record of committees, the club members appointed to those committees and allcommittee reports.
- Plan for the next meeting using the 4-H Club Meeting Worksheet found in the Appendix.

Documents to maintain:

- Minutes of all meetings
- Club annual program plan
- Club constitution and bylaws

Inform the president if you are going to be absent and give your records to the person the president designates as acting secretary so he or she can fulfill your duties at the meeting. Make sure after the meeting you write the minutes as soon as possible this will help you make sure they are more accurate and complete. If they are handwritten, be sure the final minutes are neat, legible and written in ink. If using a computer, be sure the final minutes are in a font that will be easy to read. Sign the completed minutes and have the person who is presiding (president or vice-president) sign once the minutes have been approved. After the last club meeting, give your completed notebook containing the club roll, communications, committee lists, leader list and meeting minutes to your club leader. These documents are important to the club and helps preserve the history of your club. Be prepared to deliver all the Secretary's supplies to your successor. All club voted on and approved financial transactions should be in the Secretary's book and needs to be provided to the Finance Committee to audit the financial records.

Club Roll Call

Taking roll is a very important part of the club meeting. It is the Secretary's responsibility to keep an accurate record of each member's attendance. Enter the names of the club membership in Appendix A: Roll Call of Members Form at the beginning of the club year. List the names alphabetically by last name. When new members join, simply add them to the bottom of the roll. When the president asks you to take roll at the meeting, you should stay seated. After roll call has been taken, all visitors are introduced to the group and recorded as attendees. You can also use a sign-in sheet to take attendance at the club meetings if Roll Call becomes too time consuming in large clubs.

Keep the roll call interesting by asking for various responses. This also lets members get to know each other a little better which helps break the ice. Some possible questions could be: favorite ice cream flavor, dream vacation destination, your middle name, and what you like best about Arizona, etc. Appendix B: Roll Call Ideas for Meetings provides many options to help you and your fellow officers pick some for the year. Below is an example of a completed Roll Call Members Form. It is important to record the roll at each meeting to keep accurate records. Make sure to note the type of the meeting, the attendance for each member, and when members present or lead an activity.

Roll Call of Members Form (See Appendix A and B)												
Club Name:	<i>Clovers 4-H Club</i>											
Attendance Record for October 1, 2017 to September 30, 2018												
Enter "X" if member is present, "A" if member is absent												
4-H Member:	10/14 Bake Sale	11/14 Regular Meeting	12/14 Holiday Meeting	01/15 Regular Meeting	02/15 Valentine Party	03/15 Regular Meeting	04/15 Regular Meeting	05/15 Family Night	06/15 Regular Meeting	07/15 Fair	08/15 Car Wash	09/15 Regular Meeting
Annie Anderson	X	Led Rec	X	X	X	X	A	X	X	X	X	A
Carlos Craig	A	X	X	X	X	X	X	X	A	X	X	X
Donna Davis	X	X	X	A	X	X	X	X	X	X	X	Le Rec
Franky Felix	X	X	X	X	X	A	X	X	A	X	X	Pres Project
Jessica Johnson	X	Led Rec	X	X	X	X	X	X	Led Rec	X	X	A
Larry Lawson	X	X	A	X	X	X	Pres Project	A	X	X	X	X
Maggie Marshall	X	X	X	X	X	X	X	X	X	X	Led Pledge	X
Nate Nunez	X	X	X	X	A	Led Rec	Led Rec	X	X	X	X	X
Samantha Smith	X	X	X	Led Rec	X	X	X	X	X	X	X	X

The Secretary's Report "The Minutes"

Minutes report the facts as they happened; they never include the secretary's (or any other member's) opinion on any action taken or discussed. To maintain the accuracy of the minutes, it is best to write them immediately after the meeting when the details are fresh in your memory. After the club, has accepted the minutes, insert them in a three-ring binder that will serve as your secretary's notebook.

Minutes must contain certain information. The form included as Appendix C "Minutes of the Meeting Worksheet," includes space for that information. Make a copy of the form and use it when you take the minutes at a meeting, this will help you record all the information you need it is in the correct place. Another way to take accurate minutes is to use an Agenda for the meeting and record notes next to each item. In addition to the information mentioned above, good minutes should also include the following in the space provided for "Business Meeting":.

- The kind of meeting (regular or special)
- The group or club's name
- The presiding officer's name
- The time the meeting was called to order

- Who led the pledges
- Roll call
- Approval of the secretary`s minutes from the previous meeting
- A summary of the treasurer`s report (including the treasury balance and other pertinent information from the report)
- Reports of officers and committees
- Record all motions made and the full name of the individual who made the motion. You do not need to record who seconded the motion.
- Record whether the motion passed, failed or were referred to a committee.
- Record names of members appointed to committees.
- Important points of discussion, if they are of value for future reference
- 4-H Leader or Advisor report
- An outline of the educational program, event and/or recreation activity
- The time the meeting was adjourned
- The secretary`s signature and presiding officer

To make it easier to see where these items belong, they are bolded in the example of complete minutes.

***Secretary`s Minutes Example
Clovers 4-H Club
January 19, 2017***

The Clovers 4-H Club meeting was called to order at 6:00 p.m. by President Greg Green. The meeting was held at the Community Building.

Pledges

Committees are created to ensure that all 4-H members in a club feel a part of the club`s planning

Roll Call

Roll call was to name your favorite animal and why. There were 26 members, 3 leaders, 9 parents, and 6 guests present.

Secretary`s Minutes

Minutes of the December 15th meeting were read and approved.

Treasurer`s Report

Treasurer`s report showed a beginning balance of \$543.89; income of \$15.00 from the holiday arts and crafts booth; and expenses of \$95.20 for pizza and pop at the holiday party; for a current balance of \$463.69.

Other Officer`s Reports

Donna Davis, news reporter, sent a news article to the County Bulletin and local newspaper about the Valentine`s day party it will run February 5th.

Committee Reports

Franky Felix, chair of the holiday party committee, reported that 21 members attended the annual event. Gifts were exchanged among those present. \$95.20

was spent on pizza and pop for the party. Jessica Johnson moved to accept the committee report. Motion passed.

Unfinished/Old Business

There was no unfinished business.

New Business

Maggie Marshall moved to sell candy bars for the annual fundraiser. After much discussion, Polly Paul moved to refer the motion to a committee of three to be appointed by the president and report back at the next meeting. Motion passed. President Green then appointed Maggie Marshall, Samantha Smith and Tucker Thompson to the committee. The committee will meet and present their suggestions for a fundraiser at the next meeting.

Wanda Waits moved to donate \$100.00 to the Fair Board to use for stone under the Clover Bud Barn. Motion passed.

Franky Felix moved to have a Valentine's Party. Motion died for lack of second.

Advisor's Report

Mrs. Johnson borrowed project books from the Extension Office so members may look at the different project books available.

Rigo Rodriguez moved to adjourn the meeting at 6:42 p.m. Motion passed and the meeting was adjourned.

Educational Program or Community Service Preparation

The Educational Program for the evening was all members giving a short presentation about the projects they participated in last year and what projects they might take this year. Everyone was given a Family Guide to 4-H and then looked through the project books Mrs. Johnson brought to the meeting.

Recreation and/or Refreshments

The Waits family served punch and cookies. Samantha Smith led the group in freeze tag for recreation.

Next Meeting

The next meeting will be held at the Community Center on February 15, 2017 at 6:00pm

Respectfully submitted,

Carlos Cruz
Secretary

Greg Green
President
(have president sign after being approved)

Club Leadership Contact Information

At the beginning of the 4-H year (October 1-September 30) or when your group organizes, complete all the information requested on the “Club Leadership Contact Information” form found as Appendix D in this book. Keep a list of all club volunteer leaders and club officers including their phone number and email address. Having this information together in one place will help you have quick access to the club leaders and officers’ information. You may also want to copy the list for other leaders and officers when it is complete. Make sure to keep your group’s records up to date, insert new or changed information when it occurs. For example, if a member moves or you add new members or leaders during the year, be sure to revise this form. Below is a sample of a completed “Club Leadership Contact Information” form.

Club Leadership Contact Information			
Club Name:	Clovers 4-H Club		
Record for October 1,	2017	To September 30,	2018
Officer	Name	Telephone	Email Address
President	Greg Green	(123) 888-9088	green@noemail.com
Vice-President	Annie Anderson	(123) 888-9081	anderson@noemail.com
Secretary	Carlos Cruz	(123) 888-9085	cruz@noemail.com
Treasurer	Donna Davis	(123) 888-9089	davis@noemail.com
Reporter	Franky Felix	(123) 888-9084	felix@noemail.com
Recreation Leader	Varies by meeting		
Others (List)			
Council Representative	Maggie Marshall	(123) 888-9075	marshall@noemail.com
Committee	Chairperson		
Community Service	Jessica Johnson	(123) 888-1258	johnson@noemail.com
Party	Larry Lawson	(123) 888-1684	lawson@noemail.com
Programs	Maggie Marshall	(123) 888-9075	marshall@noemail.com
Committee Leader			
Julie Johnson		(123) 888-1594	johnson@noemail.com
Adult Project Leader	Project		
Mr. Fernando Fuentes	Livestock	(123) 888-1258	fuentes@noemail.com
Mrs. Jackie Johnson	Photography	(123) 888-1684	jackson@noemail.com
Mrs. Marie Munoz	Archery	(123) 888-1497	munoz@noemail.com
Mr. Richard Roberts	Dog	(123) 888-900	roberts@noemail.com
Ms. Wanda Walters	Robotics	(123) 888-9045	walters@noemail.com
Youth Project Leader	Project		
Nate Nunez	Livestock	(123) 888-1255	nunez@noemail.com
Patty Paul	Photography	(123) 888-1664	paul@noemail.com
Rigo Rodriguez	Archery	(123) 888-1400	rodriguez@noemail.com
Samanths Smith	Dog	(123) 888-9010	smith@noemail.com
Jessica Johnson	Robotics	(123) 888-9034	johnson@noemail.com

Club Committee Information

Keep a list of committees. These include standing committees as well as any special committees formed during the year. At the beginning of the 4-H year, whenever your group organizes, or a new committee is formed, complete a “Committee Information” form, Appendix E for each committee. Make sure to keep the information up to date when information changes occur. For example, if a committee enlarges or decreases its membership, be sure to revise the form for that committee.

Minutes of Committee Meetings

The minutes taken at a committee meeting are like those taken at a regular meeting, the primary difference being that a committee meeting will not have a program. For this reason, the “Minutes of Committee Meeting” form, Appendix F, does not have a Program section. The committee chairperson or someone he or she designates should read this report at a regular meeting – preferably the one after the committee meeting is held – and then that person should provide a copy of the minutes to you for inclusion in the minutes of the regular meeting.

Membership Directory

At the beginning of the year, enter all the information requested on the “Membership Directory”, Appendix G, so your group’s records are up to date. You can ask your community club leader to provide you this information from their records. It is always a good idea to verify the information is correct with your fellow members. If you have changes to your directory during the year, be sure to update the directory at the time of the changes.

Appendices

Blank Forms

The following pages contain blank copies of the forms mentioned in the previous pages. Please make photocopies of these forms as you need them, and then complete them. These forms are also available online and you can complete them electronically may this be your preference.

The blank forms found here are: <https://extension.arizona.edu/4h/state-forms>

Appendix A: Roll Call of Members Form

Appendix B: Roll Call Ideas for Meetings

Appendix C: Minutes of a Meeting Worksheet

Appendix D: Club Leadership Contact Information

Appendix E: Committee Information

Appendix F: Minutes of the Committee Meeting Worksheet

Appendix G: Membership Directory

Appendix A: Roll Call Members Form

Roll Call of Members Form												
Club Name: _____												
Attendance Record for October 1, _____ to September 20, _____												
Enter "X" if member is present, "A" if member is absent												
4-H Member Name	10/14 Bake Sale	11/14 Regular Meeting	12/14 Holiday Meeting	01/15 Regular Meeting	02/15 Valentine Party	03/15 Regular Meeting	04/15 Regular Meeting	05/15 Family Night	06/15 Regular Meeting	07/15 Fair	08/15 Car Wash	09/15 Regular Meeting

Appendix B: Roll Call Ideas for 4-H Club Meetings

- School supply starting with same letter as your first name. (August)
- Name your favorite thing at the county fair. (September)
- Name your favorite spooky character. (October)
- Name something you are thankful for. (November)
- What is a gift you would like to give to someone? (December)
- Share a 4-H New Year's Resolution. (January)
- What is your favorite snack? (February)
- What are you doing for spring break? (March)
- What is your favorite 4-H project or event? (April)
- What are you looking forward to this summer? (May)
- What is an exhibit you are taking to fair? (June)
- What was your favorite 4-H project or activity this year? (July)
- Tell one thing you learned in 4-H this year?
- Name a 4-H project you have not been involved in but might like to try.
- What kind of pets do you have?
- What is your favorite color?
- What is your favorite food?
- How did you get your name?
- Share a fun fact about where you were born.
- Tell what you like best about Arizona.
- What do you like best about 4-H?
- What is your favorite book?
- What is your favorite sport?
- What is your favorite hobby?
- What is your middle name?
- Where would you like to go on vacation?
- What is an important skill or tip you learned in 4-H this year?
- Share one way you stay healthy.
- Name a heart healthy food.
- What is something your family does to have fun together?
- If you could travel anywhere, where would you go?
- You go to a movie, what do you get popcorn or candy?
- Guess something:
 - Number of jelly beans in a jar
 - Number of beans in a bag
 - Peanuts in a bag
 - Apples in a basket
 - Petals on a flower
 - Nails in a can
 - Weight of a ham
 - Seeds in a pumpkin
 - Cherries in a pie
 - Chocolate kisses in a jar
 - Pennies in a jar
 - Kernels on an ear of corn
 - Cups of flour in a bag

Adapted from: University of Nebraska Cooperative Extension 4-H Youth Development.

Appendix C: Minutes of Meeting Worksheet

Minutes of the Meeting Worksheet

Take notes of the meeting here. Copy neatly or print an add to the secretary's notebook before the next meeting

Place: _____ Date: _____ Time: _____

Club Officer Presiding: _____ Regular or Special Meeting (circle)

Pledge of the Allegiance Led by: _____ 4-H Pledge Led by: _____

Roll Call: _____

Number of: Members present: _____ Advisors present: _____ Guests present: _____ Total: _____

Minutes From: _____ Minutes Approved: _____

Minutes Corrections: _____

Treasurer's Report: _____

Other Officer's Reports: _____

Committee Reports: _____

Unfinished Business: _____

New Business: _____

Educational Programming (Speaker, field trip, etc): _____

Demonstrations: _____

Announcements and Report: _____

Adjournment: _____

Recreation Led by: _____ Activity: _____

Refreshments: _____

Appendix D: Club Leadership Contact Information Form

Club Committee Information			
Club Name: _____			
Attendance Record for October 1, _____ to September 30, _____			
Officer	Name	Telephone	Email Address
President			
Vice-President			
Secretary			
Treasurer			
Reporter			
Recreation Leader			
Others (List)			
Committee	Chairperson	Telephone	Email Address
Community Leader		Telephone	Email Address
Adult Project Leader	Project	Telephone	Email Address
Young Project Leader	Project	Telephone	Email Address

Appendix E: Committe Information Form

Committe Information			
Club Name:			
Committe Name:			
Record for October 1, _____ to September 30, _____			
Member	Address	Telephone	Email Address
Chair:			
Secretary:			

Appendix F: Minutes of the Committe Meeting Worksheet

Minutes of the Committe Meeting Worksheet

Take notes of the meeting here. Copy neatly or print an add to the secretary's notebook before the next meeting

Place: _____ Date: _____ Time: _____

Committe Name: _____

Committe Members Present: _____

Business Meeting: _____

Advisor's Announcements and Report: _____

Adjournment: _____

Respectfully Submitted: _____

A copy of this report should be provided to the club secretary at a regular business meeting.



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Delivered by University of Arizona Cooperative Extension, Arizona 4-H empowers young people across the state with the skills they need to lead for a lifetime. Youth collaborate with caring adult mentors to lead hands-on projects in areas like science, health, agriculture and citizenship. Mentors provide a positive environment where youth learn by doing.

Arizona 4-H serves more than 100,000 youth and is delivered in every county—through in-school and after-school programs, school and community clubs and 4-H camps.

Learn more at extension.arizona.edu/4H

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