

# North Carolina 4-H



## Secretary's Guide

County: \_\_\_\_\_

Name of Club: \_\_\_\_\_

Name of Club Secretary: \_\_\_\_\_

Club Year: \_\_\_\_\_

Dear Club secretary,

Congratulations! You have been elected to serve as your club's secretary for the upcoming club year. This is both an honor and a large responsibility, one that will take organizational skills as well as accurate record keeping.

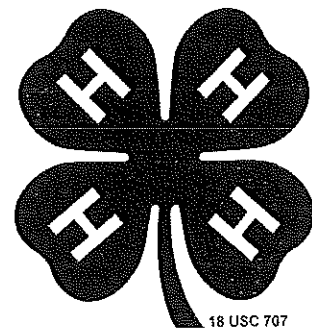
The Secretary's guide is designed to provide you with an overview to your responsibilities as well as some of the general information to keep the club records accurate and up to date. The forms included in this guide are designed to be reproduced and kept in appropriate order in your club's annual file.

Many of your duties will be completed at each meeting- reviewing minutes, taking notes during business meetings, but your larger job is on-going throughout the club year. You are responsible for ensuring that your club stays on course to meet club re-chartering guidelines, as you are the one who will be documenting the progress your club makes towards it's annual goal.

At the end of the year, you will have captured all of your club's activities in the Club Annual Accomplishment Report that you will turn into your 4-H agent for review. This record will be passed on for capturing all of the great work your club will complete for your club, your community, and your world.

Just remember that your club leader is there to help you with your responsibilities, however you are the one ultimately responsible for making sure this guide is accurate and current.

Best of luck and congratulations again!



## **Club Secretary Duties**

As club secretary, there are a number of responsibilities that you have that need to occur at each meeting. It is your job to make sure the information covered at the meetings are captured so that the club's annual reports are accurate. At the end of the club year, you will have the opportunity to develop a club portfolio, capturing all of the business accomplished throughout the year. It is your responsibility to assemble this portfolio and hand it in to your club leader by the end of the year for your successor in the secretary position.

As secretary, your basic responsibilities are to:

### **1) Maintain records:**

- Keeping an accurate record of all meetings and special events
- Maintaining a list of all members, their contact information, and their attendance at meetings and activities
- Recording of all officers and committees
- Calling the roll of members at the president's request

### **2) Maintaining Club Minutes**

- Completing the minutes and signing them prior to the next meeting
- Standing to read complete and accurate minutes at every meeting
- Correcting minutes as directed by the president
- Having the president sign the minutes after they are approved

### **3) Recording**

- Recording the treasurer's report and the other officer's reports in the minutes
- Recording committee reports in the minutes

### **4) Club communication**

- Re-stating motions and looking up items in the minutes at the president's request
- Reminding the president of unfinished business
- Sharing correspondence with the club
- Writing letters as needed
- Conducting meetings when the president and vice president are both absent
- Turning in a completed club portfolio at the end of the year for the club's permanent record

## **Guidelines**

While your club will have its own holding club meetings throughout the year, there are a few processes that are common to all 4-H clubs. As discussed above, there are some duties that you will do at each meeting while there are some you will be doing occasionally throughout the year. The checklists below are provided to help you make sure the essentials are covered, while you can add any additional duties your club requires.

### **Each meeting**

- Roll is taken and recorded
- Review correspondence received since last meeting
- Check minutes of last meeting for old business (ie. Postponed motions)
- Read minutes from the last meeting
- Keep minutes during the meeting
- At conclusion of meeting, notes have been written in Club notebook
- Minutes have been signed by secretary and president
- Handout notes as determined by the club (between meetings, at beginning of next meeting)

### **Throughout the year**

- Ensure all correspondence is handled (thank you notes, etc)
- If appropriate, make sure the club is meeting requirements for re-charter guidelines
- Make sure all club roll information is updated as needed, new members, etc
- Complete Club Annual Accomplishment Report at end of club year (can work with club Historian if appropriate)
- Review by-laws and constitution with club, making necessary changes as needed

### **Club Annual Accomplishment Report- Secretary's portfolio**

At the end of the club year, it is the club secretary's responsibility to create a portfolio that reflects all of the hard work the club has completed during the year. As secretary, your minutes and notes will come in handy when creating the portfolio. The Club leader will share the report with the 4-H agent in your county, however the portfolio will be used to keep a written history of your club's work. If you have a club historian, this will be major part of their role as well, as the two of you work together to create this report. When compiling the information to complete portfolio, the following are suggestions

- Community Service Activities
- Highlighted 4-H accomplishments of Club members (ie. Project books, presentations)
- Curriculum experiences
- Summarized Club meeting experiences, including date, time and location of club meetings
- Changes in club constitution and by-laws

## **Sample Club Meeting Outline**

As you will see with the sample minutes, there is a specific order to the business portion of the club meeting. Recreation and project activities are usually completed following the business meeting and should be noted in the minutes. The business section should demonstrate democracy in action. Members learn how to express themselves in a group, listen to the views of others, come to consensus and reach a decision, and abide by majority rule. The secretary's minutes should include notes on each part of the meeting agenda.

### **Business Meeting: approximately 15-20 minutes**

#### **Typical business agenda:**

1. Call to order.
2. Pledge of Allegiance and 4-H Pledge
3. Roll call - answering in any way the group decides.
4. Minutes of the previous meeting.
5. Treasurer's report
6. Committee report
7. Old business
8. New business
9. Adjournment

#### **Recreation & Project Time:**

Following the business portion of your club meeting, your club should plan on specific social, project or community service activities. While you don't have to record all of the details of the activities you complete each meeting, it is good to summarize and capture progress the club has made or events the club held. The Club Annual Accomplishment report should include a description of the projects and community service activities the club accomplished during the year

#### **4-H Secretary Guide Forms:**

The following pages continue sample worksheets to help you maintain the club's progress during the club meeting as well as throughout the club year. The worksheets are designed to help collect information that will be needed to complete the club portfolio at the end of the club year.

#### **4-H Club Meeting Minutes & Club Notes**

The Club meeting minutes worksheet is designed as a template to help you collect the necessary information during the Club business meeting. At the conclusion of the meeting, meeting notes should be created to summarize what was accomplished during the meeting. The Club notes page provides additional room for notes to be taken if needed.

#### **Club Roll**

The club's roll needs to be taken at each meeting in order to ensure an accurate record of member's attendance is maintained. All of the clubs membership should be included on the club roll sheet. Names should be listed alphabetically. When new members join, their names can simply be added to the bottom of the roll sheet.

#### **Committee lists**

It is important to keep an updated list of all club committees and an update on the project they are working on. The committee list should be completed as committees are formed and should list the major goals and tasks of the committee. Keeping track of the committees work will help summarize the overall clubs progress at the end of the club year.

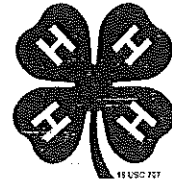
#### **Advisors and Officers list**

A list of advisors and officers needs to be kept current in order to ensure all correspondence is received and sent regularly. Advisors should include your adult club leader as well as any other adult volunteer that assist with club work on a regular business.

#### **Membership roster**

While the Club Roll sheet includes information such as phone and e-mail address, the membership roster is used to collect all contact information needed. Information should be reviewed throughout the year to ensure necessary changes are recorded.

# 4-H Club Meeting Minutes



Date of Meeting: \_\_\_\_\_

Scheduled time: \_\_\_\_\_

Location of Meeting: \_\_\_\_\_

Club Officer presiding: \_\_\_\_\_

Number present: Members: \_\_\_\_\_ Advisors \_\_\_\_\_ Parents: \_\_\_\_\_ Guests: \_\_\_\_\_

Total present: \_\_\_\_\_

Previous Minutes reviewed: Yes/ No

Previous Minutes Approved: Yes/ No

Previous Minute Corrections: \_\_\_\_\_

\_\_\_\_\_

Treasurer's report (end balance, major expenditures): \_\_\_\_\_

\_\_\_\_\_

Other Officer's reports: \_\_\_\_\_

\_\_\_\_\_

Committee reports: \_\_\_\_\_

\_\_\_\_\_

Unfinished Business: \_\_\_\_\_

\_\_\_\_\_

New Business: \_\_\_\_\_

\_\_\_\_\_

Enrichment Programming (project work, special guest, speaker, etc.) \_\_\_\_\_

\_\_\_\_\_

Advisor's Announcements and Reports: \_\_\_\_\_

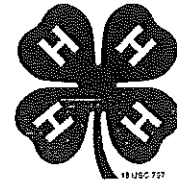
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Adjournment: Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Next Meeting to be held (date/location): \_\_\_\_\_

\_\_\_\_\_

## 4-H Club Meeting Notes



**Date of Meeting:** \_\_\_\_\_

**Scheduled time:** \_\_\_\_\_

**Location of Meeting:** \_\_\_\_\_

\_\_\_\_\_  
**Secretary's Signature**

\_\_\_\_\_  
**President's signature**







## 4-H Club Committee List

Committee: \_\_\_\_\_ Date Enacted: \_\_\_\_\_

Chairperson(s): \_\_\_\_\_

Members: \_\_\_\_\_

Committee Task/ Goal for Club year: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Committee: \_\_\_\_\_ Date Enacted: \_\_\_\_\_

Chairperson(s): \_\_\_\_\_

Members: \_\_\_\_\_

Committee Task/ Goal for Club year: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Committee Task/ Goal for Club year: \_\_\_\_\_

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## 4-H Club Annual Accomplishment Report Checklist

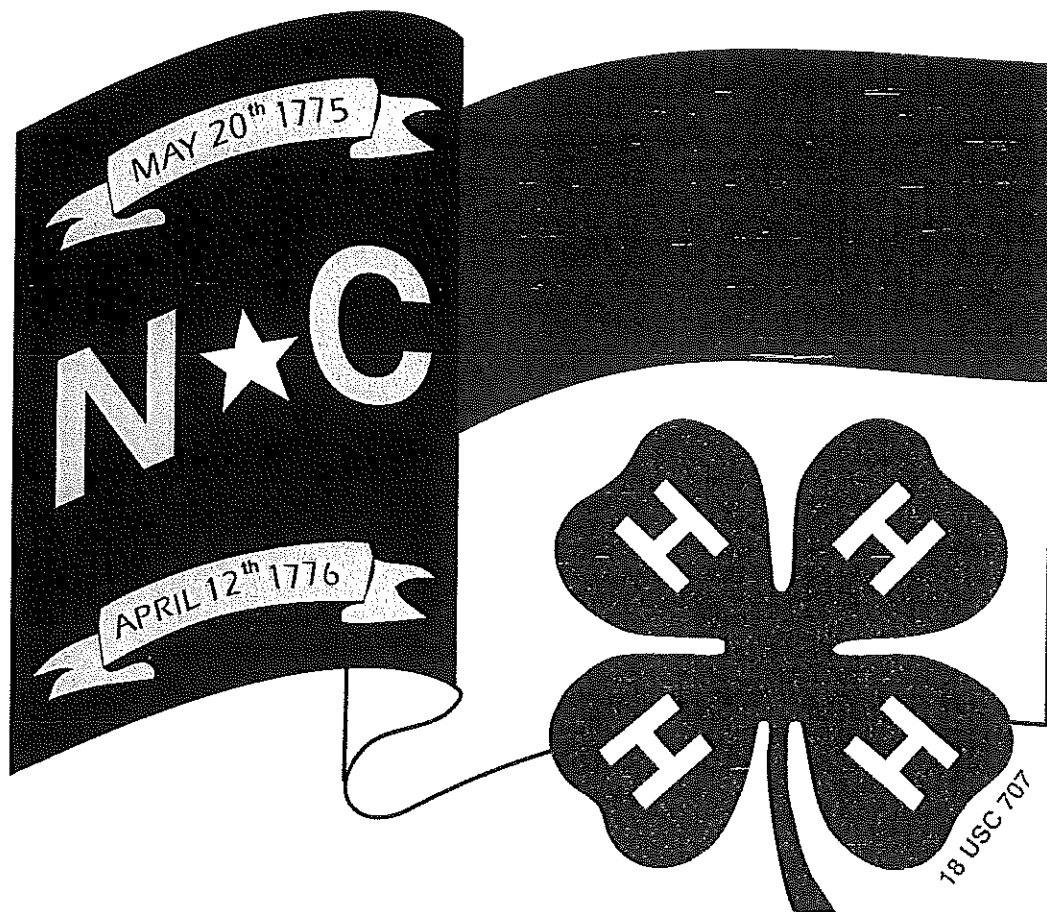
This worksheet is designed to help you the Club Annual Accomplishment Report, also referred to as the Club year portfolio. The report can be designed any way your club prefers, however needs to contain some vital information that needs to be passed on for future club secretaries. While you are responsible for the report portion of the portfolio, there is no reason that the club reporter, treasurer, or other members can't help complete the final club year report and portfolio. The checklists below are some required items for the annual report, as well as some suggestions on what to include to help capture the clubs year experience.

### Annual Report Required Items:

- \_\_\_\_\_ Copies of each meeting minutes in chronological order
- \_\_\_\_\_ A completed membership roster
- \_\_\_\_\_ Attendance Record- the Club Roll
- \_\_\_\_\_ List of Advisors and Officers
- \_\_\_\_\_ Committee lists followed by a summary of committee work from the entire club year. \*Summaries should be complete by the committee chair
- \_\_\_\_\_ Summary of community service projects completed during the club year. \*A club reporter if available should complete community service summary.

### Suggested items for Club Annual Report or Portfolio:

- \_\_\_\_\_ Photos taken from various activities completed throughout the year
- \_\_\_\_\_ Awards received by club during the club year
- \_\_\_\_\_ A copy of the clubs annual financial report, with a summary of major expenses or donations made during the club year
- \_\_\_\_\_ Artifacts, newspaper articles, letters or correspondence that signify club accomplishments during the club year



The North Carolina 4-H Secretary Guide was adapted by Kate Guerdat, NCSU 4-H Youth Development Extension Associate from materials developed by Ohio State 4-H Youth Development.

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