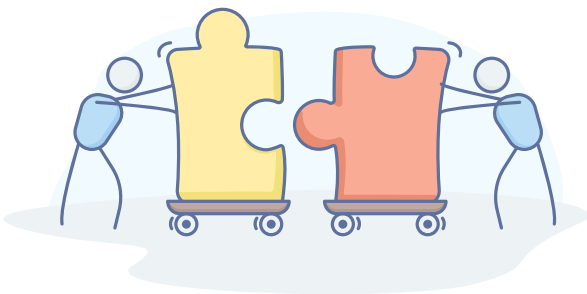




Congratulations!

You Are Secretary of Your 4-H Club

Congratulations! You have been elected to lead your club! This comes with great responsibilities to not only represent your club, but also your county and the entire 4-H Youth Development program in Michigan. Every successful 4-H club has a good team of officers. A good officer displays teamwork and cooperation among members through leadership and organization. Each officer is a piece of the puzzle and has an important role to play for the overall success of the club. This guide will help you in your role and responsibility as secretary.





Checklist for Secretary

Responsibilities of the secretary always

- Represent the club proudly.
- Regularly attend events and meetings.
- Lead by example; be positive.
- Work cooperatively with all officers and leaders for the success of the club.

Responsibilities prior to the meeting

- Work cooperatively with other officers.
- Notify the president and leaders if you will be absent. Make arrangements for previous months' minutes and other materials to be at the meeting.
- Organize all correspondence (letters, cards) received since the last meeting, and take to the meeting.
- Keep an updated, accurate record of membership for attendance.
- Maintain a record of all officers, standing committees and special committees.
- Review the minutes of the last meeting for old business such as tabled or postponed motions. Be prepared to call old business to the attention of the club.

Responsibilities during the meeting

- Sit next to or near the president during the business meeting.
- Keep complete and accurate record of the meeting.
- Call the roll of members and keep an accurate record of attendance.

- Read the minutes of the previous meeting and make corrections if necessary.
- Read correspondence directed to the club and write letters on behalf of the club.
- Collect and record reports of all committees.
- When the president requests, state any unfinished business from the previous meeting.
- Record all motions during the meeting as stated, and restate the motion if necessary.
- When both president and vice president are absent, call the meeting to order and either preside or appoint someone to preside.

Responsibilities after the meeting

- Type the minutes or write them in ink as soon after the meeting as possible.
- Work with the reporter by providing necessary information the reporter needs to prepare articles for the newspaper, radio, social media or other forms of media.
- Sign the minutes.
- Inform absent officers or committee chairpersons of actions that concern them. Notify all absent members of their appointment to committees.
- Work with the president and club leader to distribute or post the minutes no less than one week prior to the next meeting for review.
- Keep all records in a place known by and convenient to others in case of absence.
- Write all necessary business letters and letters of thanks for the club.



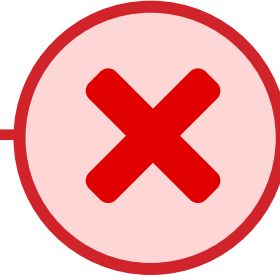
The Secretary's Minutes

Minutes should include



- Name of club or group
- Place and date of meeting
- Kind of meeting (regular or special)
- Who presided
- Time meeting started
- Members and guests present
- Approval of minutes of previous meeting
- Treasurer's report
- Committee reports
- Complete motions, with the name of person making the motion
- Important points discussed, if they are valuable for future reference
- If a vote is needed, the result of the vote
- Leader announcements
- Adjournment
- Outline of educational program (depending on when this happens, it would be either before or after adjournment)
- Secretary's signature

Minutes should *not* include



- Name of the person who seconds the motion
- Personal opinions
- The number of individuals voting for or against a motion (unless conducting a roll call vote, or a tie occurs with the president breaking the tie)

See the "Sample Minute Template" on page 5 to help you take accurate minutes. Minutes should be typed or written in ink as soon after the meeting as possible for accuracy. The template should assist you in minute taking. It is not intended to be the official minutes.





Attendance Records

It is the responsibility of the secretary to keep an accurate record of each member’s attendance. Enter all members’ names and addresses at the beginning of your club year. List members alphabetically. When new members join, add their names to the end of the list. While conducting roll call, the secretary remains seated and announces how roll call is to be answered, then calls the names of the members. Roll call can be done in a fun, interactive way by asking questions that members must answer when their name is called. Other methods include calling each name, passing around a sign-in sheet and taking attendance as members arrive. The method that works best may depend on the size of the club.

Following roll call, guests should either introduce themselves or be introduced. The secretary should record the names of the guest in their minutes as well as attach the attendance roster with the minutes. Smaller clubs may choose to include names within the minutes, while larger ones may choose to attach the roster.

In keeping attendance records, the secretary should mark an “X” after the name of the member when present and “A” when absent. Clubs may choose to keep additional information such as addresses, phone numbers, years in 4-H, birthdate and other information within their attendance registry, but this is not required.

Sample Attendance Record

4-H club name

Member	Address & Phone	Sept. 14	Oct. 17	Nov. 16	Dec. 12	Jan. 15
Dave Abby	1620 First St., 555-0000					
Samantha Abby	1620 First St., 555-0000					
Justin Dade	1141 Penn St., 555-2222					
Max McGinley	5670 East St., 555-4444					
Cheryl Perrin	797 Howard St., 555-3333					



Sample Minute Template

4-H Club

Date

The _____ 4-H Club meeting (regular or special) was called to order at (time) by the president. *(If someone other than the president is serving in this role for this meeting, be sure to record who it is.)*

The Pledge of Allegiance was led by _____ and the 4-H pledge was led by _____.

Roll call was taken with the following members in attendance:

Guests in attendance:

Secretary's report

The secretary's report was read. _____ moved to accept the secretary's report as read. Motion seconded. Motion passed or failed. *(Alternate: The secretary's report was read. Changes were suggested. _____ moved to accept the secretary's report as corrected. Motions seconded. Motion passed or failed.)*

Treasurer's report

The treasurer's report was read with a beginning balance of _____ and an ending balance of _____. _____ moved to place the treasurer's report on file. Motion seconded. *(No debate or vote is required because this is not a debatable motion.)*

Committee reports

(Reports such as fair, fundraising, activities, community service and others are included.)

Old business

(Any unfinished business is recorded here.)

New business

(Any business that has not been discussed at a previous meeting is recorded here.)

Leader announcements

(Announcements made by leaders about upcoming projects meetings, educational opportunities and other topics are recorded here.)

The meeting was adjourned at (time).

Submitted by:



Congratulations! You Are Secretary of Your 4-H Club (4H 1470) is a revision of *So You Are Secretary of Your Club...* (4H1470), which was adapted with permission from materials originally developed by University of Illinois Extension, University of Illinois at Urbana-Champaign and from Iowa State University Cooperative Extension Service. It has been published separately and as part of *Helping You Help Officers and Committees* (4H1467) by Michigan State University Extension, 2007.

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