OSU EXTENSION PIKE COUNTY

Secretary's Record Book

Name: _____

Program Year: _____ County: _____

Club Name: _____

Club Advisor: _____

Author

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We are indebted to the original authors of the previous version of this publication, **Kathy Blackford** and **Ken Lafontaine**.

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References

Adapted from Kansas State University Agricultural Experiment Station and Cooperative Extension Service *4-H Secretary's Record Book*, June 2005.

Huron County 4-H Secretary's Manual, Bonnie Malone, Extension Educator.

Secretary, *Ohio 4-H Club Officer's Guide*. (2002). The Ohio State University.

Is this your first year serving as secretary? More information is in the *Secretary's Resource Guide* available at **ohio4h.org/officerresources**.

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Secretary

Welcome

Congratulations on your new role as your 4-H club's secretary. Your club members have bestowed upon you both an honor and a responsibility. This record book will help prepare you to be successful. Use the *Secretary's Resource Guide* to keep accurate minutes and other records for your club. Good luck!

Officer's Role in the Club

Serving as a club officer means you are part of a team. The team's responsibility is to hold a club meeting that is both well run and fun. The officers should meet with their club advisor before the meeting so that they are prepared to run the meeting and to help the club make decisions.

Your Role as the Secretary

- Act as chairman if the president and vice president are both absent.
- Keep an accurate record of all meetings and special activities.
- Maintain a list of all members and their attendance at meetings and activities.
- Call the role of members at the president's request.
- Take notes during the meeting.
- Convert meeting notes into official minutes and sign them prior to the next meeting.
- Stand up to read complete and accurate minutes at every meeting.
- Correct the minutes as directed by the president.
- Have the president sign the minutes after they are approved.
- Recording the treasurer's report and other officers' reports in the minutes.
- Record committee reports in the minutes.
- Restate motions and look up items in the minutes at the president's request.
- Remind the president of unfinished business.
- Share correspondence with the club.
- Write letters as directed by the club.
- Keep a current list of all officers, advisors, and committees.
- Maintain a current copy of the club's program, constitution, and bylaws.
- Turn in the completed book at the end of the year for the club's permanent records.

My Officer Goals

After reviewing this record book and the resource guide, develop a plan for what you will do as secretary this year. Select activities from the items listed below. Feel free to be creative and add your own activities.

After Being Elected	Plan to Do (√)	Plan to Complete By	Date Completed
Obtain a list of advisors, officers, and committees for your records.			
Read through minutes from the previous year to become familiar with important information to record in the minutes for this year.			
Make a list of items of business that were not completed in the previous year.			
Obtain a copy of the club's constitution and bylaws (if applicable) for your files.			

At Club Meetings	Plan to Do (√)	Plan to Complete By	Date Completed
Take notes on Meeting Notes Worksheet at each meeting.			
Record attendance on the club roll.			
Stand and read minutes from the previous meeting when called upon by the president.			
Share any club correspondence since the last meeting.			
Record motions, seconds, and votes/outcome for each action that happens during the meeting.			
Assure club approves all fundraisers, club outings, and other club business before it happens.			
Complete the Yearly Financial Summary.			

Things to Do on Your Own	Plan to Do (√)	Plan to Complete By	Date Completed
Attend an officer training program.			
Make a poster or exhibit for the club booth.			
Give a speech at a county speaking contest.			
Give a demonstration at a county demonstration contest.			

Year _____ Club Roll

Name of Member	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Phone #
1.											
2.											
3.											
4.											
5.											
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Name of Member	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Phone #
41.											
42.											
43.											
44.											
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Lists of Advisors and Officers

Year _____

Advisors

Name of Advisor	Leadership Area	Phone #	Email

Officers

Member Name	Office Held	Phone #	Email

List of Committees

When a committee is formed, write the names of the committee and the names of members appointed to the committee. List both standing and special committees.

_____ Committee

_____ Chairperson

_____

_____

_____

Date formed _____ Date completed _____

_____ Committee

_____ Chairperson

_____

_____

_____

Date formed _____ Date completed _____

_____ Committee

_____ Chairperson

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Date formed _____ Date completed _____

_____ Committee

_____ Chairperson

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Date formed _____ Date completed _____

_____ Committee

_____ Chairperson

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Date formed _____ Date completed _____

_____ Committee

_____ Chairperson

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Date formed _____ Date completed _____

_____ Committee

_____ Chairperson

_____

_____

_____

Date formed _____ Date completed _____

Meeting Notes Worksheet

This form is used to keep notes for writing the minutes after the meeting.

A. Opening

Pledge of Allegiance by _____

4-H Pledge by _____

Roll call was _____ and answered by:

Members_____Advisors_____ Number of Parents _____ Guests_____ attending.

B: Officer Reports

Minutes of last meeting approved as (circle one): read corrected

Correspondence: _____

Treasurer Report: _____

Other Officers

Reporter: _____

Historian: _____

Other:_____

Leaders: _____

_____

C. Committee Reports

Committee:_____ by: _____

motion _____pass/fail

Committee:_____ by: _____

motion _____pass/fail

D. Unfinished/Old Business

_____

_____

E. New Business

_____ moved to _____ Seconded by _____pass/fail

_____ moved to _____ Seconded by _____pass/fail

_____ moved to _____ Seconded by _____pass/fail

_____ moved to _____ Seconded by _____pass/fail

F. Announcements (county dates and reminders, upcoming activities)

_____

_____

_____

G. Adjournment: move by _____Seconded by _____pass/fail

H. Program: _____

I. Refreshments provided by: _____

J. Next meeting will be held on _____

Meeting Minutes Report Form

Location:_____ Date: _____ Time: _____

Number Present: Members_____Advisors_____ Parents _____Guests _____ Total Present_____

Write your minutes in the space below or type them on your computer and attach a copy.

Secretary's Signature _____ President's Signature _____

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I pledge
My ***head*** to clearer thinking,
My ***heart*** to greater loyalty,
My ***hands*** to larger service, and
My ***health*** to better living,
For my club, my community,
my country, and my world.

ohio4h.org

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