

RICHLAND COUNTY 4-H PROGRAM

Secretary's Mini-Manual

Name _____ Year _____
Club _____

Congratulations on being elected as your 4-H club's Secretary! Your club has bestowed a great honor and responsibility upon you. It is your responsibility to fulfill the expectations of this office and serve as an effective and hard working leader for your fellow club members and volunteers.

All officers in a 4-H club are in a leadership role. You are a representative of your membership, the Richland County 4-H program and the Ohio 4-H program. To test your readiness for this position, answer the following questions:

- _____ Do I know the duties and responsibilities of this office?
- _____ Do I have all of the materials I need to effectively lead my club program?
- _____ Am I willing to improve my leadership skills so I can be a better officer?
- _____ Do I readily accept the responsibilities assigned to me?
- _____ Do I recognize every member of my club and willing to talk with them?
- _____ Will I do more than what is required of me to make my club better?
- _____ Am I willing to give credit to others for work well done and timely?
- _____ Am I prompt in arriving to meetings?
- _____ Am I prepared for each club meeting?
- _____ Does my appearance inspire confidence and respect in me as a leader?
- _____ Am I kind, tactful, respectful of others and courteous?
- _____ Do I use "please" and "thank you" when I should?
- _____ Am I always fair in my decisions?
- _____ Do I refrain from speaking unless I am asked or expected?
- _____ Do I listen to others as they speak their opinion at club meetings?

Good luck with your elected club leadership role! Please refer to the Secretary's book for more information throughout the year. Your county Extension professionals and club volunteers are also great resources for more information. You can "make the best better" by being the best leader and officer you can!



Materials adapted from the Huron County 4-H Secretary's Manual by J. Villard Overocker, February 2005. Updated February, 2010.

For more information see the <ohio4h.org> web site's officer materials.

Duties of the Secretary:

1. Seek to learn all of the names of club members and volunteers. Use a variety of roll calls to help members get acquainted with one another (in cooperation with the club President).
2. Keep a neat and accurate record of all business done in the club meetings, with the exact wording of every motion and the result of each motion's vote (i.e., # in favor, # opposed; motion passed or failed). Transcribe notes taken at the meeting into minutes (see suggested outline) as soon after the meeting as possible. Otherwise you may forget important details.
3. Keep a written record of the club year including:
 - accurate record of attendance, including those who are excused
 - complete record of all meetings and activities, including key discussion points of interest
 - preparing club correspondence and reports
 - recording each member's projects
 - recording member's participation in all 4-H activities
 - record names of members and volunteers appointed to committees
4. Be responsible for all club correspondence (i.e., letters to guest speakers, thank you notes, cards to members with illnesses, family concerns or special events)
5. Make necessary reports to the county Extension office
6. Supply the news reporter with information for the media, as needed.
7. Inform all members of future club, county and state 4-H programs.
8. Keep a signed copy of the club constitution in the current secretary's book.
9. Keep a copy of the current club program of events/activities in the secretary's book.
10. Work with the club historian, if available, to take a picture of the current club membership. Keep in the secretary's book.
11. Turn the completed secretary's book into the Extension office by the stated deadline in September. Review and complete all details that are required for the secretary's book listed in the Banner Score Sheet.
12. Be a part of the club officer team by giving input and carrying out all responsibilities.
13. Be a leader in the club program by being visible, caring toward others, respecting others' opinions and being active at each meeting.



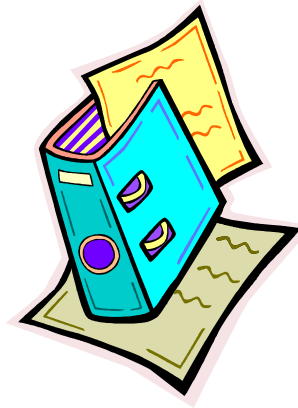
Tips for the Secretary:

- Develop an agenda in cooperation with the President and 4-H volunteers. This helps with the flow of taking records at the meeting
- Use a general outline to record all business at a meeting. Take notes on notebook paper and then re-write the minutes into the official Secretary's Book.
- Have the President sign the minutes as soon as they are approved (after the next meeting when the minutes are read).
- Keep the Secretary's Book neat and up-to-date. Minutes should be read, approved and signed meeting by meeting.
- The number of meetings listed under the club roll of members should equal the number of meeting meetings included in the Secretary's Book.
- The secretary provides the permanent written record of all club meetings and activities; therefore, this is a very important officer role in the club.

What Should be Included in the Secretary's Minutes?

Club minutes should contain a record of "what is done" in the club and "not what was said". The minutes record the business meeting transactions and should contain:

- Name of club, date of meeting, location and time of meeting
- Opening words should include whether the meeting was a "regular meeting" or a "special meeting" of the club
- Name of person presiding (i.e., President or other member)
- Name of the secretary who respectfully submits his/her minutes
- Exact words of all main motions, including whether adopted (passed) or rejected (failed) by the club membership
- The names of the individuals who make and second all main motions
- Points of order and appeals. Whether sustained or lost
- A motion that was withdrawn from consideration
- Special announcements, including information about the next meeting
- Special activities, including demonstrations, health and safety talks (noted under educational and community service section), tours, guest speakers, work sessions and other special events/activities
- Project work completed at the meeting
- Notice of adjournment



Planning the Club Meeting Agenda:

The following guide can be used in planning 4-H club meetings. Complete as much information as possible before the meeting and the rest during the meeting. Make a copy for use at each meeting.

Agenda for _____ 4-H Club Meeting

Location _____ Date _____ Time _____

Pre-meeting activities: _____

Meeting: _____ Person in Charge: _____

Call to order..... President _____

Pledge of Allegiance.....Led by _____

4-H Pledge..... Led by _____

Roll Call..... Answered by _____

Introduction of guests..... Names _____

Minutes of Previous Meeting..... Secretary _____

Approval of Minutes..... Motion _____

Officer Reports..... Secretary, Treasurer, Health/Safety, etc.

Committee Reports..... Vice-President _____

_____ led by _____

_____ led by _____

_____ led by _____

Old Business – items of discussion _____

New Business – items of discussion _____

Volunteer Report _____

Announcements _____

Adjournment _____

Program: _____

Recreation/Refreshments _____

Good Example of Minutes from a 4-H Club Meeting

The Happy Hoppers 4-H Club met on February 10, 2010 at 6:00 p.m. in the Richland County Fairgrounds' activity building. The meeting was called to order by President Jimmy Clover. The American and 4-H Pledges were led by Patsy Smith and Bobby Jones, respectively. Mrs. Jones was the only guest. Members answering roll call with their favorite winter activity were: Betty Good, Oliver Pickens, Daryl Mathews, Cindy Kubert, Johnny DoGood, Abigail Rodgers, Elizabeth Mangold, Tommy Jones, Patsy Smith, Ronny Culbertson, Sheila Geib and Bobby Jones. Esther Smith was excused. Advisors Susan and Richard Jones were also present.

Secretary Abigail Rodgers read the minutes from the last meeting. Sheila Geib moved to accept the minutes as read. The motion was seconded by Cindy Kubert and passed. Treasurer Daryl Mathews reported the balance from the last meeting as \$237.15. Dues and other income totaled \$50. There were no expenses. The current balance in the treasury is \$287.15. Ronny Culbertson moved to file this treasury report for audit. The motion was seconded by Johnny DoGood and passed.

Betty Good, Chairperson of the Fund Raising Committee shared that the club can serve hotdogs at the BYZ Store on Saturday, March 6 with no money outlay from the club. All members would need to bring something for a bake sale. Chairperson Elizabeth Mangold of the Parent/Family Committee is planning a family night after the next meeting and needs \$25 to buy pizza and pop. There were no other committee reports.

Under unfinished business, Elizabeth Mangold moved that the club pay for the pizza and pop for the Parent/Family Night after the next club meeting. The amount would be \$25 and payable to Mr. Mangold. The motion was seconded by Patsy Smith and passed.

Under new business, Betty Good moved the club sell hotdogs as a fund raiser on March 6 at the BYZ Store and that all members are asked to bring a baked good for the bake sale. The motion was seconded by Oliver Pickens. During discussion, Advisor Susan Jones added that the baked goods should be wrapped in clear, individual wrappers. The motion passed.

The advisors reminded members to get their enrollment papers to them by March 10. While the Super Clinics will have officer education on February 28 and March 2, all members are encouraged to attend. Under announcements, the county-wide pancake supper to benefit OSU Extension and 4-H will be March 16. All members were asked to sell tickets for this event. Tickets are available from the advisors.

The motion to adjourn was made by Sheila Geib and seconded by Bobby Jones. Motion passed. After the meeting, members enjoyed refreshments from the Smith Family and board games.

Secretary and Treasurer Keeping Joint Records

The secretary and the treasurer must work together to assure that accurate financial records are kept for the club. Financial action of the club should be reflected in the secretary's minutes including:

- All motions, seconds and passing votes that authorize the expenditure of funds
- All motions, seconds and passing votes before any fund raising activity begins
- The treasurer's report given at each meeting (best if written for accuracy)
- Summary of all fund raising activities at the conclusion of the activity
 - All money received and all payments made
 - Profit earned by the members for the club
- Every expenditure of club funds must have a motion, second and passing vote recorded in the secretary's minutes or be included in the club constitution or by-laws as an allowable expense.

Correcting Bad Minutes

The Try Hard 4-H Club secretary is new to this position. He has put together the following set of minutes from the last 4-H club meeting. Please help him by correcting the minutes. Thank you.

I AM THE SECRETARY CISSY JONES. HERE WE GO. MY BUDDY, MIKE, TOLD EVERYONE TO SHUT UP SO THE MEETING COULD START. WE WERE ALL GOING TO ANSWER ROLL CALL WITH OUR FAVORITE SCHOOL SUBJECT AS PRINTED IN THE CLUB PROGRAM, BUT SALLY SAID SHE DIDN'T WANT TO DO THAT.

SUSIE LED THE CLUB IN THE 4-H PLEDGE, THEN THE PLEDGE OF ALLEGIANCE. THEN WE ALL SAT DOWN. THE MINUTES FROM THE PREVIOUS MEETING WERE READ TO THE GROUP. JIMMY SAID WE HAD \$23, 456 ..9 IN HIS SHOE BOX. KATHY SAID SHE BOUGHT A TROPHY FOR THE BEST MEMBER OF THE YEAR AND NOW THE CLUB SHOULD PAY FOR IT. JANE GAVE THE FUND RAISING REPORT. SHE DECIDED OUR CLUB WOULD BE SELLING CANDY BARS THIS YEAR.

BOBBY TOLD THE GROUP ABOUT THE REFRESHMENT COMMITTEE REPORT. HE SAID THAT WE ATE ALL THE COOKIES AT HIS HOUSE LAST MEETING AND HIS DAD WAS MAD BECAUSE HE GOT NO COOKIES THAT NIGHT. NEXT TIME WE MEET AT HIS HOUSE WE WILL HAVE TO BRING OUR OWN COOKIES AND SHARE WITH HIS DAD.

WE LIKE OUR ADVISOR, MR. D0-GOOD. HE TOLD US ABOUT THE CEDAR POINT DAYS IN JUNE. WE DECIDED TO GO, BUT HE SAID WE COULDN'T GO UNLESS WE RAISED SOME MORE MONEY. LAST MEETING WE DISCUSSED SOMETHING NEW. WE WANT TO INCREASE OUR CLUB SIZE TO 44 MEMBERS. BETTY GAVE THE FINANCE COMMITTEE REPORT. THAT'S ALL FOR NOW! LOVE, CISSY

What changes should be made to the minutes above? Is the club using the right procedures?

YEAR _____

CLUB ROLL

Name of Member	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Phone #/Email
1											
2											
3											
4											
5											
6											
7											
8											
9											
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Meeting Notes Worksheet

Use this form to keep notes for writing the minutes.



Opening

- Pledge of Allegiance by _____
- 4-H Pledge by _____
- Roll was called by _____ and
answered by:
Members _____ Advisors _____ Number of Parents _____ and Guests _____

attending.

- Minutes of last meeting approved (circle one) as is _____ with these corrections:

- Correspondence: _____

Officer Reports

- Treasurer: _____

- Others: _____

Committee Reports

- Committee and speaker: _____
Motion, if any: _____ Pass/Fail
- Committee and speaker: _____
Motion, if any: _____ Pass/Fail
- Committee and speaker: _____
Motion, if any: _____ Pass/Fail

Unfinished/Old Business

- Topic and speaker: _____
Motion, if any: _____ Pass/Fail
- Topic and speaker: _____
Motion, if any: _____ Pass/Fail
- Topic and speaker: _____
Motion, if any: _____ Pass/Fail

New Business

- Topic and speaker: _____
Motion, if any: _____ Pass/Fail
- Topic and speaker: _____
Motion, if any: _____ Pass/Fail
- Topic and speaker: _____
Motion, if any: _____ Pass/Fail

Announcements (county dates and reminders, upcoming activities)

- _____
- _____
- _____

Motion to adjourn by _____ Seconded by _____ Time _____

Program: _____

Refreshments provided by: _____

Next meeting date:

Meeting Minutes

Location: _____ Date: _____ Time: _____

Number present:

Members: _____ Leaders: _____ Parents: _____ Guests: _____ Total present = _____

[illegible]

Lists of Advisors & Officers

Advisors

Name of Advisor	Leadership Area	Phone #	E-mail

Officers

Member Name	Office held	Phone #	E-mail

List of Committees

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

_____ Committee
_____ Chairperson

_____ Committee
_____ Chairperson

_____ Committee
_____ Chairperson

_____ Committee
_____ Chairperson

_____ Committee
_____ Chairperson

_____ Committee
_____ Chairperson

_____ Committee
_____ Chairperson

_____ Committee
_____ Chairperson

