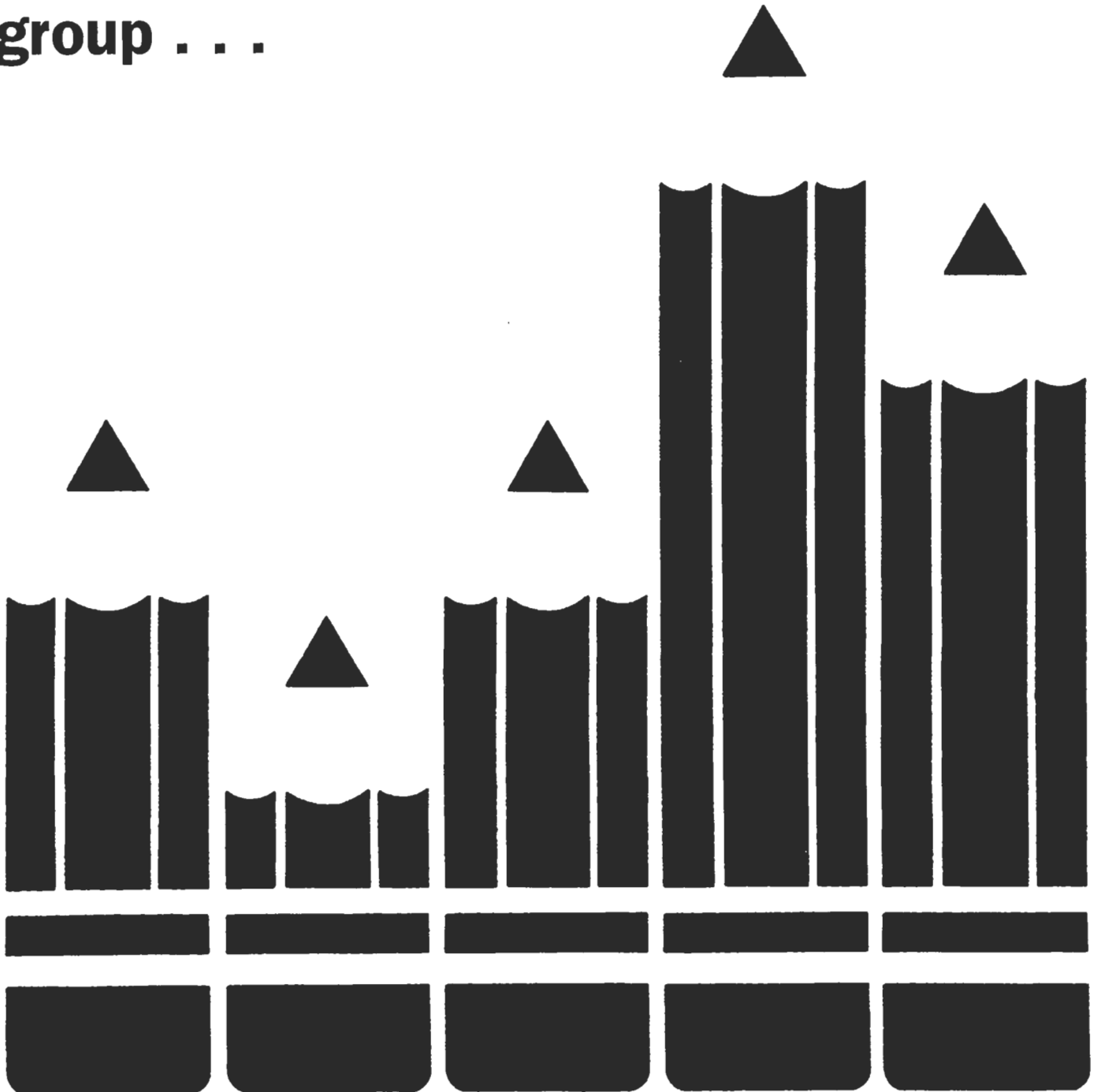




**So you are
secretary of your
group . . .**



You, and all officers of 4-H groups, are representatives. You represent not only the local group, but the whole 4-H program throughout the state. Your skills and abilities, standards and ideals, grooming, speech, and even smiles represent the Kansas 4-H members. Representing others is one of your most important responsibilities because it exists at all times—not just while you are at the 4-H meetings. Those who are not acquainted with 4-H judge it by its officers.

Checklist for secretaries

- I arrive at the meeting place ahead of time.
- I discuss items of business with the leaders and the president.
- I sit next to or near the president during the business meeting.
- I inform the president and leaders if I'm going to be absent.
- I work cooperatively with other officers.
- I call roll and keep an accurate record of attendance.
- I read minutes of the previous meeting and make corrections if necessary.
- I take accurate notes of the events of each meeting.
- When called upon by the president, I state any unfinished business left from the previous meeting.

- I assist the president during the meeting by writing the motions as stated and restating the motion if necessary.
- I read correspondence directed to our group and write letters sent from the group.
- I maintain a record of all officers and committees on page 5 of the secretary's record book.
- I cooperate with the reporter by giving information the reporter needs to prepare articles for the newspaper.
- I use the notes taken at each meeting and rewrite an accurate and precise record of all minutes of previous meetings in the secretary's book.

How to prepare for the meeting

- Arrange all correspondence (letters, cards) received since the last meeting in convenient order and take to the meeting.
- Be sure you have an up-to-date roll of members for convenient checking of attendance. It is part of your job to keep accurate membership records.
- Have a list of standing and special committees with the duties of each.
- Check 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.

ENROLLMENT OF MEMBERS		CLUB ROLL												Phone	Officers
Name of Member		Attendance record, meetings													
		1	2	3	4	5	6	7	8	9	10	11	12		
1	Karen Adams					X	X	X	X	X	X	X	X	337-4867	
2	Sue Backer	X		X		X		X		X		X		325-2343	
3	Bruce Denton	X	X					X				X		325-2219	
4	Cary Fisher	X	X		X		X	X	X	X	X	X	X	325-2140	U. Pres
5	Robert Green				X							X	X	325-2295	
6	Sally Long	X	X	X	X	X	X	X	X	X	X	X	X	337-6890	Pres
7	Uickie Lutz	X	X	X	X	X	X	X	X	X	X	X	X	337-7430	Treas.
8	Jim Morris	X			X				X			X		325-3151	

- If you cannot attend a meeting of your club, notify the president who will designate a member as acting secretary. Your SECRETARY'S RECORD BOOK will be needed in the meeting so give it to someone who will take it to the meeting.

After the meeting

- Write the minutes in the space provided as soon as possible after the meeting. Write them first on scratch paper and then in your secretary's book. Minutes should be neat, legible and written in ink.
- Sign at the end of the minutes. The person who is presiding when the minutes are approved also signs at the bottom of the minutes.
- Inform absent officers or committee chairmen of action which concerns them. Notify all absent members on their appointment to committees.
- Keep all records in a place known by and convenient to others in case of your absence.

- Write all necessary business letters and letters of thanks for the club.

Guidelines for secretaries

Attendance record

It is the responsibility of the secretary to keep an accurate record of each member's attendance. Enter names of members in your roll call list at the beginning of your club year. List them alphabetically. When new members join, enter their names at the end of the list. During the business meeting the president will ask the secretary to take roll call.

President says: *"The secretary will please call the roll."*

Secretary remains seated and announces how roll call is to be answered and then calls the names of the members.

Mark an X after the name when present and leave the box blank when absent. Additional information about each member (address, years in 4-H, and age on September 15) has been previously recorded.

Secretary minutes should include:

1. Kind of meeting (regular or special)
2. Name of group
3. Place and date of meeting
4. Who presided
5. Time meeting started
6. Number of members and guests present
7. A statement that minutes were read and corrected
8. Approval of minutes of previous meeting
9. Treasurer's report
10. Report of other officers and committees
11. Complete motions, with the name of the person making the motion (name of person seconding the motion is not needed) and whether the motion carried or lost
12. Important points discussed, if they are of value, for future reference. Persons appointed to committees and assignments
13. The type of program presented and who provided it
14. Acknowledgement of services to the club, i.e. refreshments provided, transportation provided, etc.
15. Secretary's signature

Sample

Date April 8, 1982

Minutes of Meeting

Place 4-H Building

Number present: Members 15; Leaders 5; Parents 10; Visitors 2; Total attendance 32

Minutes The regular monthly meeting of the Happy Hustlers 4-H Club was held March 3, 1982 at the community building. The meeting was called to order by Sally, president, and the minutes recorded by Bruce, secretary. The minutes of the previous meeting were read and approved.

A letter of appreciation was read from Mrs. White for the gift sent her by the club.

Cary, chairman of the membership committee, reported eight boys and girls were ready to join the club.

The secretary reported the following unfinished business: the motion that the club provide scholarships for 4-H leaders to State Leaders' Conference was tabled at the last meeting. Frank moved to take from the table the motion that the club send 4-H leaders' to State Leaders' Conference. The motion was seconded and carried.

Bill moved to amend the motion by inserting the word "four" before the words "4-H leaders." The motion to amend was seconded and carried. The motion as amended carried.

New Business:

Karen moved that the club consider beautifying and improving the community building and grounds, a committee of three to be appointed by the president. Motion seconded and carried.

Building and Grounds Improvement Committee:
Robert, Chairman, Sue, Vickie.

Jim Stevens moved that the meeting adjourn. Motion seconded and carried.

Program:

Dr. Mary Jacobs talked to us about the ways our diet affects our emotions. She showed a film about this.

Refreshments:

Refreshments were healthful snacks that Dr. Jacobs suggested. They were prepared and served by Kathy, Gary and Karen.

Bruce Smith, Secretary

Approved by:

Sally Long

President, vice president, temporary chairman
(Cross out the two that do not apply.)

Practice for secretaries

Please rewrite the following minutes correctly. Leave out all unnecessary information.

The regular meeting of the Dandy Doers 4-H Group was held at Betty Jones's on September 31, 1981. The meeting was called to order by Tom Thumb at 7:30 p.m. Sue Smith gave a presentation on "Care of Bees." Jimmy Jones and Paula Potter talked about the football game they went to the night before. The treasurer's report showed a balance of \$74.97.

The president really did a crummy job of conducting the meeting. There was no old business. The secretary's report was read and approved. We discussed paying for leaders to attend the leader's banquet. Our leader Bob Smith was unsure if he could attend so it was tabled to next month. After 30 minutes the meeting was adjourned. Roll call was answered by 14 members, two leaders, and one guest. Ann Jones led us in a conservation activity.

Problems for secretaries

Problem:

At the November meeting the group was discussing the possibility of having a Christmas party with another group. Someone remembered having discussed it at the October meeting and having made a motion to have a party. There was nothing

in the minutes that indicated this had happened. Then someone else remembered another motion that had not been read in the minutes. There was a lot of confusion. How could this confusion have been avoided?

Solution:

Problem:

At the regular meeting of the Dandy Doers 4-H Group, there were only four out of 12 members present. A check with members who were absent

revealed they didn't know about the meeting. What can you do as group secretary to eliminate this problem?

Solution:

Marcia McFarland
Extension Specialist
4-H — Youth Club/Group Meeting Programs

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