



**BUFFALO COUNTY**  
**4-H CLUB OFFICER TRAINING**



**Secretary**



# Congratulations!

**You are the Secretary of your 4-H Club!**



## Importance of the Secretary in the 4-H Club

The Secretary of the 4-H Club is an important job! The club has entrusted to you the responsibility of maintaining the records.

*The office of Secretary is important because the Secretary:*

- ◆ Takes attendance and roll call records indicating who was and was not present at the meeting.
- ◆ Writes the Secretary's minutes that provides a record of all the happenings at the business meeting including all motions that passed and failed. Additionally, in the future, the minutes serve as a review for what was discussed at previous meetings and a method of communication to absent club members and to the Extension Office.

## Responsibilities of All 4-H Club Officers

- **Secure** new members and organize the club.
- **Plan** the program for the year.
- **Conduct** and take part in the meetings.
- **Keep** the club records and give them to the leaders as required.
- **Maintain** a good spirit and interest in the club.
- **Help** every 4-H'er find a place in the club and an opportunity to contribute.
- **Maintain** a good relationship with all individuals, leaders, and other officers.
- **Maintain** contact with the Extension Office.

## Duties of the Secretary

- Record any officers elected, committees appointed, and other business brought before the club.
- Call the roll at the request of the president and record the attendance.
- Stand and read minutes of the last meeting when the president calls for them.
- Make corrections given by 4-H'ers of the club.
- When called upon by the president, state any unfinished business left from the previous meeting. If there is none, so state to the president.
- Call the meeting to order in the absence of the president and vice-president.
- Assist the president during the meeting by writing each motion as stated. Be prepared to read the motion.
- Maintain a record of all officers, standing committees, and special committees.
- Submit regular reports to the leader and to the County Extension Office as requested.

## Writing Secretary's Minutes

***You're the Secretary, but what should you record? Take a look at this list of what 4-H club business meeting minutes should include:***

- Meeting location
- Date
- Time meeting was called to order
- Attendance record
- Secretary's Report
- Treasurer's Report
- Motions made with the name of the person making the motion, the person who seconded the motion, and if the motion passed or failed
- Main topics discussed and important details as appropriate
- Explanation of any special guests, talks, or demonstrations
- Date, time, & location of the next meeting
- Time meeting adjourned
- Any and all activities that followed the meeting are noted

***The Secretary's position is very important. It can also be challenging, stressful or overwhelming. But, you can do it! Here are some tips to remember (and, keep you going!):***

- Always use first and last names.
- Do not write personal opinions, adjectives, or interjections in the minutes.
- Write all motions no matter if they pass or fail. Write motions exactly how they were stated and/or amended. Then, state if the motion carried (passed) or failed (did not pass).
- Record what is done, not what is said. There is no need to record every comment, rather concentrate on getting the gist of the discussion and taking enough notes to summarize later.
- Take notes at the meeting, then when you get home organize and summarize your notes into paragraphs. Do this soon after the meeting while your notes are still fresh in your mind.
- If the agenda is available ahead of time make an outline for note taking and leave plenty of room for notes. With the agenda items already written down, you can just jump right on to a new agenda item without pause.
- Do not be embarrassed to ask for clarification if you cannot understand what is being discussed.
- Have your attendance sheet ready and glance over the list as people arrive. Always take a spoken roll to verify attendance and to acknowledge members.
- When writing your minutes make notes of tabled agenda items or announcements that need to be discussed at the next meeting. Work with the President to get these items on the agenda before the next meeting.
- Sign your minutes when you write them. The President signs the minutes when they are approved.
- Keep your materials organized in one location so preparing the Secretary's book at the end of the 4-H year is easy.
- Submit your Secretary's Report to the UW-Extension Office the week following your meeting.
- Use words like those **BOLDED** in the sample Secretary's minutes to write your Secretary's report. These are standard words used by many other organizations' Secretaries.



## Secretary's Guidelines for Writing Minutes

Name of club: \_\_\_\_\_ Secretary Preparing Minutes: \_\_\_\_\_

Date of meeting: \_\_\_\_\_ Place of meeting: \_\_\_\_\_ Time meeting started: \_\_\_\_\_

Call to order: *(By whom?)* \_\_\_\_\_

Flag pledges: *(By whom?)* \_\_\_\_\_

Attendance/Roll taken: *(What was roll call?)* \_\_\_\_\_

Secretary's minutes: *(Given by whom?)* \_\_\_\_\_ **Approved:** Yes No

Treasurer's report: *(Given by whom?)* \_\_\_\_\_ **Approved:** Yes No

**Old Business:** *(Who, What, When, Where, Why?)*

Agenda Item: \_\_\_\_\_

\_\_\_\_\_

Agenda Item: \_\_\_\_\_

\_\_\_\_\_

Agenda Item: \_\_\_\_\_

\_\_\_\_\_

**New Business:** *(Who, What, When, Where, Why?)*

Agenda Item: \_\_\_\_\_

\_\_\_\_\_

Agenda Item: \_\_\_\_\_

\_\_\_\_\_

Agenda Item: \_\_\_\_\_

\_\_\_\_\_

**Adjournment:** Time meeting adjourned: \_\_\_\_\_

*(Who made the motion?)* \_\_\_\_\_ *(Who seconded?)* \_\_\_\_\_

**Program/Recreation:** \_\_\_\_\_

**Date, place, and plans for next meeting:** \_\_\_\_\_

**Buffalo County 4-H Leaders' Association Meeting Minutes**  
**May 9, 2006**  
**Buffalo County Courthouse**

In attendance: Bob Major, John Gehrke, Laurie Bauer, Carl Duley, and Annie Hobson.

**President, Bob Major, called the meeting to order at 7:10 p.m.**

**The Secretary's report was read by Secretary Karen Ellis. The secretary's report was filed as read.**

**Treasurer, John Gehrke, presented a written report.** The following clubs had not paid their membership dues at the time of the meeting: Lucky 16, Eagle Valley, Lookout, Cheerful Workers, Hilltop, BBC, and Bear Creek. The Executive Board decided that dues will be no later than April 15 each year. Annie Hobson will send out a letter to the organizational leader and club treasurer of each of the clubs that have yet to pay dues. Any club that has yet to pay their literature fee and to bring dues in this month. Those clubs that do not pay their membership dues, have a liability signature form to complete their audit, and have a representative and printed financial statements' meeting will not qualify to receive their 10% returns on fundraisers.

**In old business,** Bob Major requested that an Excel file be created that provides the history of the leaders' dues since 1990. Carl Duley suggested utilizing previous newsletters, programs, and files to locate this information.

**In new business,** Annie Hobson proposed that the Leaders' Association adopt a budget by the fall meeting. **Motion by Carl Duley, second by Laurie Bauer** to develop and adopt a budget for the 2006-2007 year at the fall meeting. **Motion carried.** Bob Major also requested that the treasurer provide at least two years history of income and expenses to create the budget. John Gehrke will send each executive board member a copy soon.

Annie Hobson noted that the Raffle License was up for renewal. No raffle was planned for the 2006 year. John suggested that the Board renew on a need be basis.

Annie Hobson reported on updates for 4-H Summer Camp and requested a scholarship be awarded to each camper. Motion by Laurie Bauer, second by Carl Duley to pay \$18 towards the camp scholarship for each camper. Motion carried.

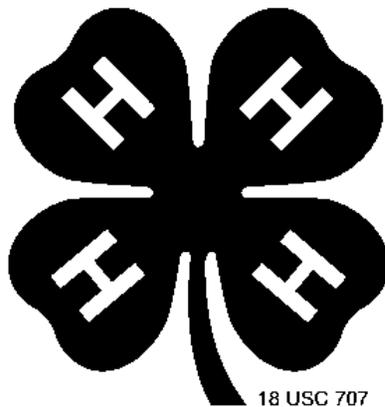
**The next meeting will be in November 12, 2006 at the Waumandee House.**

**Motion to close by Carl Duley, second by John Gehrke. Motion carried. Meeting adjourned at 8:46 p.m.**

**Respectfully submitted,**

Karen Ellis, Secretary





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**Written & Compiled by Annie Lisowski, 4-H & Youth Development Educator,  
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