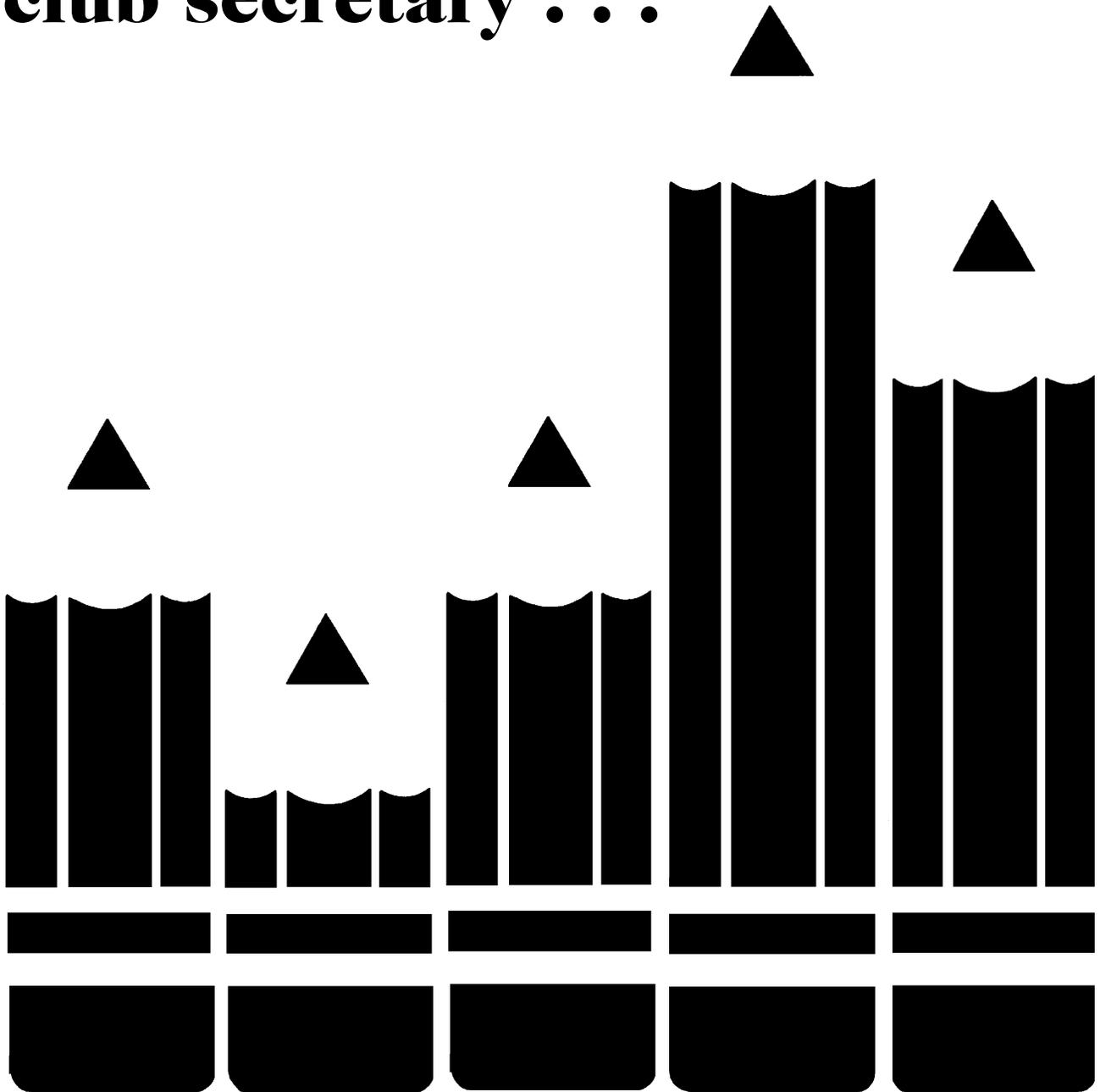




# So you're the club secretary . . .





Secretary remains seated and announces how roll call is to be answered, then calls the names of the members. All visitors are then introduced to the group.

The secretary records names of visitors who are present. Mark an X after the name when present and A when absent. Additional information about each member (address, years in 4-H, and grade in school on Sept. 15) have been previously recorded. During the meeting program, the secretary records members who give educational presentations and lead music or recreation.

## 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. Approval of minutes of previous meeting
8. Treasurer's report
9. Report of other officers and committees
10. Complete motions, with the name of the person making the motion (name of person seconding the motion is not needed)
11. Important points discussed, if they are of value for future reference
12. Adjournment
13. Outline of educational program
14. Secretary's signature

## Sample Secretary Minutes

The regular meeting of the Green Clovers 4-H Group was held at Chris Johnson's on September 21, 20\_\_\_. The meeting was called to order by Letitia Jones at 1:00 p.m. Roll call was answered by 17 members. Two visitors were present. Minutes of the

previous meeting were read and approved. The treasurer's report was given. Balance on hand is \$300.15.

Shawna Petersen, vice president and chair of the program committee, reported that the committee had met and prepared the program for the next year. She presented the program for the approval of the group.

José Martinez moved that the report be accepted and that the program be copied for each member. Motion seconded and carried.

Jim Baker moved that the club volunteer to help with the community cleanup scheduled for the second week in October. Motion seconded and carried.

The president appointed Louise Moore, Sally Miller, and Jamal Jefferson as a committee to work with Ed Furman, our leader, to develop plans for our participation in community cleanup.

It was moved by Ann Wong that the meeting adjourn. Motion seconded and carried. The members said the 4-H Pledge, and the meeting adjourned at 1:45 p.m.

The program was two presentations: "Items to Make from Jeans" by Louise Moore "Educational Presentation Tips" by Jamal Jefferson  
Recreation was led by Mandy O'Brien. Treats were served by Chris Johnson.

Secretary,



Bill Hawley

10/07

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### ... and justice for all

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Issued in furtherance of Cooperative Extension work, Acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture. Jack M. Payne, director, Cooperative Extension Service, Iowa State University of Science and Technology, Ames, Iowa.

## 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 30, 20\_\_\_. 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 \$174.97. 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. Amy Jones led us in a conservation activity.

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## Problems for Secretaries

### Problem

At the November meeting the group was discussing the possibility of 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

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### 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

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