

4-H Secretary



Welcome

Congratulations on your new role as your 4-H club's secretary! Your fellow club members have elected you to serve as secretary for the coming year. As a 4-H officer, you represent not only your club, but also the 4-H program throughout the state. This guide will help you understand what your role is as an officer and how to carry out your many official duties. Good luck!

An 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 each meeting so that they are prepared for the meeting and to help the club make decisions.

Your Role as a Secretary

Winning the nomination of your club's secretary is an honor and a responsibility. As secretary, your responsibilities include:



- Keeping an accurate record of proceedings of all meetings and special activities.
- Completing the minutes.
- Standing to read complete and accurate minutes at every meeting.
- Get permission to post meeting notices on bulletin boards.
- Notify and remind appropriate school officials about meetings.
- Keeping a record of all officers and committees.
- Inform the president if you will be absent. The president will appoint an acting secretary for the meeting
- Conducting meetings when the president and vice president are both absent.



Guidelines for Secretaries

After the meeting, write the minutes as soon as possible. Your minutes will be much more accurate and complete if you do them right away. If handwritten, be sure the final minutes are neat, legible, and written in ink. If using a computer, be sure the final minutes are in a font that will be easy to read. Write any necessary business letters or thank you letters on behalf of the club.

Meeting Minutes

The minutes of the meeting are the secretary's most important job. The official minutes of the meeting are a permanent record of the 4-H club's activities and actions. Minutes need to be neat and easy to read. They should always be written in ink or typed. In the minutes, include the following:

- Type of meeting (regular or special).
- Name of your club.
- Date of next meeting
- Ribbons received
- Time the meeting began.
- Number of members attending
- A statement that the minutes were approved as read or corrected.
- Complete motions including:
 - Name of the person making the motion.
 - Exact wording of the motion.
 - Who seconded the motion.
 - Whether it passed or failed.



Meeting Notes Worksheet



Secretary Report

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

Our 4-H Staff Person _____ met with (teacher) _____ class
at (school) _____ on (date) _____ at (time) _____ .

A. Opening by President (name) _____

B. Pledges announced by Vice President (name) _____

Pledge of Allegiance led by _____

4-H Pledge led by _____

Thought of the Day read by _____

C. Minutes read by Secretary _____

D. Winners of Poster Contest

1st _____

2nd _____

3rd _____

E. Program conducted by (4-H staff person) _____

We talked about our next contest, which will be: _____

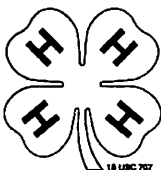
Rules: _____

Next meeting date: _____

4-H Member (name) _____ made a motion to adjourn the meeting.

4-H Member (name) _____ seconded the motion.

President (name) _____ adjourned the meeting.



UT Extension

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4-H WORD SEARCH

YOUTH IN 4-H DO MANY ACTIVITIES. IN THE WORD SEARCH BELOW, THERE ARE WORDS THAT RELATE TO WHAT 4-H IS ALL ABOUT. CAN YOU FIND ALL 22 WORDS IN THIS PUZZLE? GOOD LUCK AND IF YOU FIND THEM ALL, YOU HAVE CLOVER POWER!

T O M A K E T H E B E S T B E T T E R
 L H E A L T H R G E S P A R E N T S O
 F W M E N I M O A Q P R S D H Q R C C
 O C B Y A H G E R H E O P G A M O O K
 O L E A D E R S D O E J E W N Z E M E
 D O R A A A E M E R C E T P D E I P T
 T V S F R D E T N S H C S W S B D U R
 H E A R T M N R N E W T W H I T E T Y
 Q R R G A M E S G S N S E W I N G E P
 X S O L E A R N B Y D O I N G L Z R C

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|------------------------------|----------|---|
| Health (one of the 4 "H"s) | Games | "To Make The Best Better" (4-H motto) |
| Heart (one of the 4 "H"s) | Members | Leaders |
| Hands(one of the 4 "H"s) | Rocketry | Green (one of the 4-H colors) |
| Head (one of the 4 "H"s) | Projects | Horses |
| Clover (Emblem) | Computer | Pets |
| White(one of the 4-H colors) | Sewing | Speech (one of the skills you can learn in 4-H) |
| Food | Garden | Learn by Doing (the way we teach in 4-H) |
| Parents | | |

Resource: ND 4-H Learn About Lesson

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.

