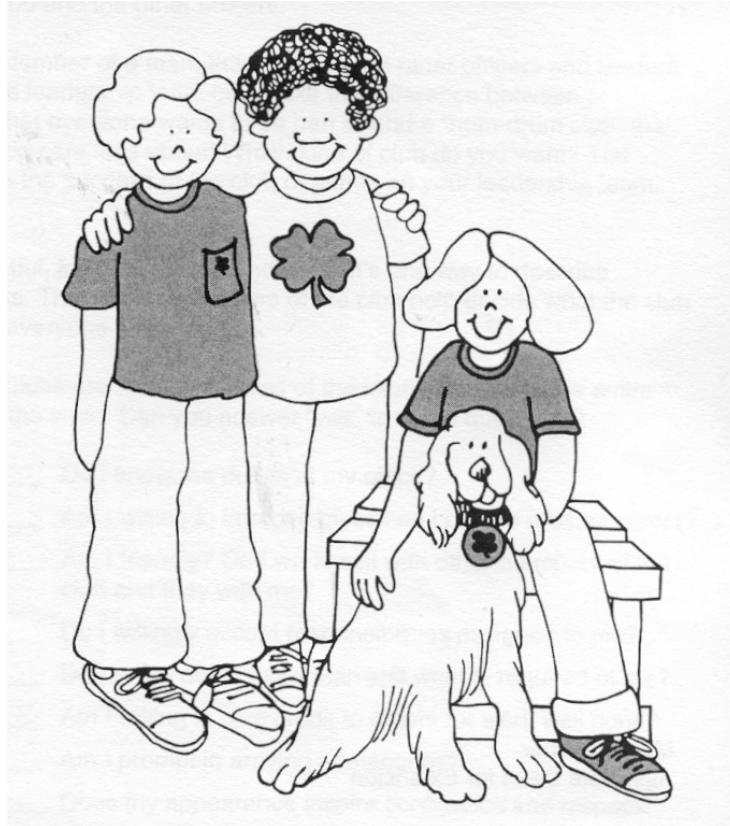


4-H Club Secretary's Record



Club Name _____ 20_____

County _____

Secretary _____

School Name _____

Secretary

CONGRATULATIONS

Congratulations! It's really an honor to be selected by your friends in 4-H to serve as a 4-H officer. With honors come certain responsibilities. As you assume your 4-H office, much of the responsibility for the success of your club will depend on you and the other officers.

You are now a member of a team that includes the other officers and leaders of your club. This leadership team can make the difference between a "fantastic club" that everyone wants to be part of and a "hum-drum club" that most people could care less about! Which kind of club do you want? The choice is yours—the success of the club depends on your leadership team.

**GOOD OFFICERS
ARE ...**

Enthusiastic, tactful, loyal, honest, friendly - that's one way to describe good 4-H officers. They let the members of the club help decide what the club will do and give everyone a fair chance.

Officers of 4-H Clubs are representatives of the local club and of the entire 4-H program of the state. Can you answer "yes" to these questions?



- _____ Do I know the duties of my office?
- _____ Am I willing to improve myself so I can be a better officer?
- _____ Am I friendly? Do I work well with other members of the club and they with me?
- _____ Do I willingly accept responsibilities assigned to me?
- _____ Do I enjoy doing more than just what is required of me?
- _____ Am I willing to give credit to others for work well done?
- _____ Am I prompt in arriving at meetings?
- _____ Does my appearance inspire confidence and respect?
- _____ Am I kind, tactful and courteous?
- _____ Do I use "please" and "thank you" when I should?
- _____ Am I always fair in my decisions?
- _____ Do I appreciate my parents and 4-H volunteer leaders for their time, effort and devotion to club work?
- _____ Will I attend a 4-H officers' workshop if it is offered for our club or county.

YOUR JOB AS SECRETARY

The job of secretary is one of the most important offices in your club. The club has entrusted you the responsibility of keeping and maintaining club records. Much of the success depends on the working relationships between you and the president. This is your opportunity to help the president make the club “click.”

Your keep a record of what the club does and handle its correspondence. As Secretary, you should ...

PRIOR TO THE MEETING

- ◆ Get permission to post meeting notices on bulletin boards.
- ◆ Notify and remind school teacher and club members about meetings.
- ◆ Inform the president if you will be absent. The president will appoint an acting secretary for the meeting.
- ◆ Help other officers and club leader plan business to be handled at club meetings.

DURING THE MEETING

- ◆ Sit at front table near president during meetings and assist with handling the details of the meeting.
- ◆ Assist the president during the meeting by writing the motions as stated; Restate the motions when requested.
- ◆ Keep an accurate record of proceedings of all meetings (a record of what is done, not what is said). Include date and place of meeting, number of members and visitors present, approval of previous minutes, all reports and what was done about them, all motions (with the name of the person who made them), and whether the motion was carried or lost. (See page ___ for an example.)
- ◆ Read the minutes of the previous meeting when the president asks calls for them.
- ◆ Call meeting to order in absence of president and vice presidents and have a temporary chairperson elected to preside.

FOLLOWING THE MEETINGS

- ◆ Write letters as directed by the club.



TIPS TO THE SECRETARY

- ◆ Stand when reading the minutes. Be sure members are quiet before you begin reading. You may sit when calling or checking roll.
- ◆ Have clear, concise minutes in a readable form. Never include personal comments or opinions in the minutes. Go over your minutes before you read them.
- ◆ Be thoroughly familiar with this 4-H Secretary’s Record Book.

**4-H
LEADERSHIP
TEAM**

As a 4-H officer, you are an important part of the 4-H Leadership Team. Let's see how the team shapes up.

- President The 4-H President's job is to help everyone in the club work together. The president presides at meetings, assigns responsibilities to club members, and works closely with the other 4-H officers, volunteer leaders, and county extension agents.

- Vice-President The vice-president takes the place of the president if that member resigns or is not present. The vice president's biggest and most important job is to recruit 4-H members to present demonstrations in the club meeting and present a thought for the day/devotional.

- Secretary The 4-H Club Secretary is one of the most important officers in the club. The secretary is responsible for keeping a record of a 4-H club's membership, participation and meetings in the 4-H Secretary's Book. All correspondence of the club is the responsibility of the secretary.

- Record Keeper The 4-H Club Record Keeper has the responsibility of keeping a record of meeting attendance, points for participation, and donations to community service projects.

Officers

- President _____

- Vice President _____

- Secretary _____

- Record Keeper _____





MINUTES

One specific responsibility of the 4-H secretary is to keep accurate minutes of each meeting. Keep good notes during the meeting and then write the minutes soon after the meeting is over, while it is still fresh in your mind. Include these items in your minutes.

1. Name of the club or group.
2. Kind of meeting—regular or special.
3. Date, hour and place of the meeting.
4. The presiding officer.
5. Approval of previous minutes and report of treasurer.
6. Motions made and action taken.
7. Names of members appearing on the program and description of the program.
8. Description of educational program given by leader, member(s) or others.
9. Signature of secretary and president, if desired.

The following minutes are a good example.

The Oak Ridge 4-H Club held its regular monthly meeting Tuesday, January 10, at 4 p.m. in the home of Mrs. H. M. Todd, 4-H Leader. Jerry Bringham, president, presided at the meeting. Minutes of the previous meeting were read by the secretary and approved. The treasurer's report was accepted. The social committee chairman announced that a party had been planned for the club at the home of Mary Dozier for Saturday night, January 14. She urged each member to go and enjoy the fun.

Joe Gupton moved that the club contribute \$5 to the County 4-H Development Fund. The motion was carried.

A program on "Mind Your Manners," including tips for eating out, attending a movie and making introductions was presented. Those participating were Jimmy Little, Sarah Randle, Bob Brooks, and Jeannette Martin.

Mary Smith, the vice president, announced plans for the next meeting and assigned the following responsibilities: Jim Smith, devotion; Sarah Waters, refreshments.

The group enjoyed several games led by Jim Elliot and delicious refreshments served by Mary Brown. The meeting was adjourned.

_____, Secretary

4-H EMBLEM

A four-leaf clover with the letter “H” on each leaflet, meaning the four-square development of Head, Heart, Hands and Health, is the accepted emblem. The emblem is protected by United States Department of Agriculture copyright.



4-H PLEDGE

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.

4-H MOTTO

“To Make the Best Better”

4-H COLORS

Green - nature’s most common color - is emblematic of springtime, life and youth. White - symbolizes purity and high ideals.

4-H CREED

I believe in 4-H Club work for the opportunity it gives me to become a useful citizen.

I believe in training of my HEAD for the power it will give me to THINK, PLAN, and REASON.

I believe in the training of my HEART for the nobleness it will give me to be KIND, SYMPATHETIC, and TRUE.

I believe in the training of my HANDS for the dignity it will give me to be HELPFUL, USEFUL, and SKILLFUL.

I believe in the training of my HEALTH for the strength it will give me to ENJOY LIFE, RESIST DISEASE, AND WORK EFFICIENTLY.

I believe in MY COUNTRY, MY STATE, and MY COMMUNITY and in my responsibility for their fulfillment.

4-H CONTACT INFORMATION

Coffee County 4-H Club
709 E. Ward Street
Douglas, GA 31533

Voice: (912) 384-1402
Fax: (912) 384-4007
Email: ktatum@uga.edu or lbatten@uga.edu

<http://coffee4h.org>

4-H CLUB CEREMONY

- Call To Order The meeting of the _____ 4-H Club will please come to order. (Club Name or Teacher's Name)
- Inspiration The Vice-President will now present the thought for the day.
- American Pledge Please stand for the Pledge of Allegiance to the American Flag.
- Checking Project Manuals
(5th Grade Only) Is there anyone who has completed their project manual this month? Please turn it in to the 4-H Leader at this time.
- Minutes The Secretary will now read the minutes of last month's meeting. (Pause to give them time to read the minutes.)
- Are there any additions or corrections to be made? (Brief Pause)
 If not, they stand approved as read.
- Announcements The 4-H Leader will now go over this month's newsletter and present any announcements that need to be made.
- Demonstrations The Vice-President will now introduce any 4-H members who will present demonstrations today.
- Program Our leader will now present our program for today.
- Pledge Please stand for the 4-H pledge.
- 4-H Pledge
 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.
- Motto The 4-H Club Motto is "To Make The Best Better". Please repeat it with me. "To Make The Best Better"
- Closing Our next club meeting will be held_____. This meeting is now adjourned.

