



SECRETARY

Being elected secretary of your 4-H Club is indeed an honor. Being secretary is a very important job in any club, and it will take time and effort to fulfill your responsibility.

Upon being elected, one of the first things you should do is to check with the other new officers, former secretaries, leaders and agents to learn what your duties and responsibilities are.



Your Opportunities

Duties:

1. Keep careful and complete records of your club. A permanent record is important.
2. Sit by the president during meetings in order to confer quietly without distracting members during the meeting.
3. Keep minutes of all meetings and read these when called for by the president.
4. Keep a complete list of names and addresses of members and record their attendance. Call the roll if asked.
5. Stand when calling the roll and reading the minutes.
6. Assist club leader in updating the organizational leader report that is turned in to the Extension office at the end of the year.
7. Remind the president of matters that need attention as shown by minutes of previous meetings.



8. Preside at meetings when both president and vice-president are absent.
9. Read letters received to the club.
10. Write letters as directed by the club or officers, such as thank you letters and requests for information.
11. Keep an accurate record of all motions and amendments presented during the meeting and be prepared to repeat them when a vote is called.
12. Make any additions or corrections to the minutes as decided by the club. Keep minutes in ink and file permanently.
13. Remind members of special meetings – by phone, e-mail, or as you see them. Make sure each member knows when and where the next meeting will be.
14. Cooperate with the reporter in writing articles for the newspapers.
15. Turn over to your successor all papers, records and other property of the organization within one month after term of office expires.

Minutes of a Meeting

The minutes of the meeting should be a record of what is done, not what is said. They

- should include the following:

Date and place of meeting.

Number of members and visitors present.

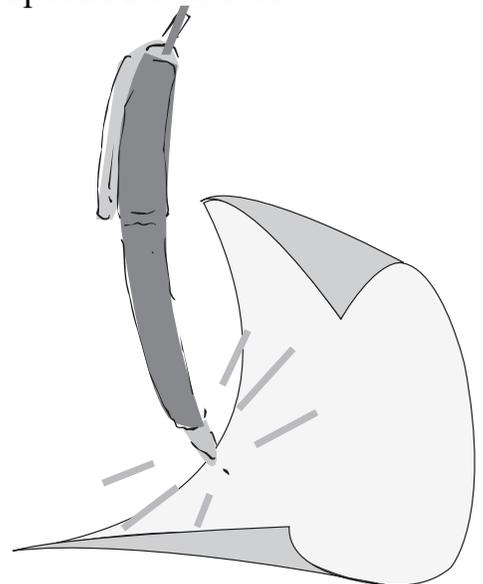
Approval of previous minutes.

All reports and what was done about them.

All motions with the names of the persons making them and the outcomes. Names of persons taking part in the program.

Record of demonstrations presented, recreation and special features of the program.

- Take notes at the meetings. Record sufficient information to write complete minutes.
- Write up the actual minutes soon after the meeting while everything is fresh in your mind.
- Write “approved” and the date at the bottom when minutes have been approved.
- Sign the minutes.



Secretary reminders

- Why are Secretaries important?
 - They record official minutes (recap or summary of the meeting). These minutes are sent out after the meeting to inform people of what happened at the meeting.
 - Being organized is key.
 - Be able to read your own writing. If you can't read your own handwriting, no one else can read it either.

- Use your officer training packet at club meetings to take notes during the meeting. Use the information sheet to know what information to write down. Then use the minutes sheet to transform the information sheet into a paragraph about what happened at the last meeting. For the club report contest at the end of the year, the minutes should be transformed into paragraph form.

- You do not need to call each person's name every meeting for role if the meeting is limited on time. You can count how many members are at the meeting.



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LAFAYETTE PARISH 4-H ACHIEVEMENT DAY CLUB CONTEST RULES

One entry per club for each officer position

President's Report

1. Each club is eligible to enter this contest.
2. To enter this contest, each club should submit a completed President's Report booklet.
3. Judging will be based on neatness on how thoroughly the report is completed.

Vice-President's Notebook

1. Each club is eligible to enter this contest.
2. To enter this contest a club should submit one Vice-President's record book at Achievement Day.
3. Judging will be based on neatness and how thoroughly the report is completed.

Secretary's Minutes

1. Each club is eligible to enter this contest.
2. To enter this contest, each club should submit the Secretary's Minutes Book.
3. Judging will be based on neatness and how thoroughly the financial records are completed.

Treasurer's Report

1. Each club is eligible to enter this contest. It is required that each club turn in a financial statement at the end of the year. This report can serve as the requirement.
2. To enter this contest, each club should submit a completed Treasurer's Report Summary booklet.
3. Judging will be based on neatness and how thoroughly the financial records are completed.

Reporter

1. Each club is eligible to enter this contest.
2. To enter this contest, each club should submit a club scrapbook.
3. Judging will be based on the neatness of the scrapbook, amount of coverage, variety of coverage, and general appearance of the scrapbook.

Program Leader's Report

1. Each club is eligible to enter this contest.
2. To enter this contest, each club should submit one completed Program Leader booklet.
3. Judging will be based on neatness and how thoroughly the report is completed.

TIPS FOR 4-H SECRETARIES

- Be aggressive, ask questions and find out as soon as possible what your specific responsibilities as Club Secretary will be.
- Make sure that the Minutes of the previous meeting are properly written and that you are prepared to read them when called upon. Use the special form provided to prepare for meeting.
- Rewrite all of your minutes and put them in the “Annual Secretary’s Report Form”. Also, list each of the members of your club in this book. This is to be entered in the Secretary’s Report Contest at Achievement Day.
- Keep track of attendance at the meetings. Rather than calling each member’s name during roll call, select class representatives to call upon who should indicate who is absent from their respective class.
- Be sure to avoid daydreaming during the meeting. You should be recording all that happens during each meeting.
- Remember – The Secretary’s Minutes are worth 10 points toward the Club-of-the-Month Award.
- A good reminder is to give a copy of your report or minutes to your leader a few days before your meeting. If for some reason, you are absent the day of your 4-H meeting, someone else can read your report.
- Always use the Secretary’s Minutes Information Sheet. Complete this during your 4-H Meeting. After the meeting, rewriting your minutes in the 4-H Secretary’s Report Book to be read at the next meeting.