

SECRETARY

The secretary's responsibilities are to maintain careful and accurate minutes of each meeting and prepare minutes for each meeting, maintain correspondence and keep accurate attendance of each meeting.

SECRETARY'S RESPONSIBILITIES

- ◆ Record the happenings, or "take minutes," of each meeting
- ◆ Set-up and maintain a secretary's binder for the program year. This binder should contain: annual goals, program plans, club roster, attendance, meeting minutes, committee reports and correspondence
- ◆ Read aloud to the club members any correspondence received by the club
- ◆ Report on any letters you have written on behalf of the club since the last meeting
- ◆ Send thank-you notes to guest speakers, special guests and people who donate time, money and service to the club
- ◆ Keep a record of attendance at each meeting. Roll call can be done by calling each name, having a sign in sheet or taking attendance as members arrive
- ◆ Assist 4-H members in enrollment paperwork
- ◆ Update the member list



Minutes Should Contain:

- Type of Meeting
- Name of 4-H Club
- Date and Place of Meeting
- Number in Attendance
- Name of Chairperson and Secretary
- Statement that Minutes were read and if they were approved
- All motions– who made them and if they carried or failed
- If Motion is important-include the count of the vote
- Members appointed to committees
- Program Presented
- Meeting Conclusion