



4-H GROWS HERE

4-H Secretary Packet

Secretary Duties & Resources



4-H 

WASHINGTON STATE UNIVERSITY
EXTENSION

4-H Club

SECRETARY

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Overview

The secretary and all 4-H officers are representatives. You not only represent your club but the whole 4-H program. Your skills, abilities, standards, ideas, grooming, speech and even smiles represent 4-H'ers everywhere. Representing others is one of your most important responsibilities—not just while you are at 4-H meetings.

Duties

Duties of the secretary include:

- Exhibit good leadership qualities and serve as a role model to the members of the club.
- Keep an accurate, current roll of all members.
- Call the roll and check attendance at each meeting.
- Keep complete and accurate minutes of all meetings.
- At each meeting, read the minutes from the previous meeting.
- Utilize basic parliamentary procedure as a tool to conduct effective, orderly meetings. Refer to Parliamentary Procedure Made Easier as a procedure guide. There are basic tips included in this tip sheet as well.
- Work collaboratively with the club volunteer and officer team to develop a yearly club plan (date, time, location and agendas) for club meetings.
- Communicate with officers, members, volunteers and parents about assignments and duties for meetings.
- Arrive early to assist with setup for meetings.
- Support and assist the officer team.



Tips and resources for the 4-H Club SECRETARY

Starting the Year Off Right

- Work with your club volunteer to obtain the minutes from the previous year's last meeting. Those minutes should be the first minutes you read in the new 4-H year.
- Set up a system for keeping your secretarial records organized. You may want to purchase a three-ring binder. In your binder you will need:
 - i. Officer team information
 - ii. Club membership (names/email addresses/phone numbers)
 - iii. Attendance roster
 - iv. Minutes
- Work with your club volunteer to ensure the club roster is accurate and up to date.
- Work with the other club officers and club volunteer to create the annual plan of meetings and activities.

Club Meetings

Prepare

- Decide on a topic for roll call.
- Be ready to read the minutes of the last meeting and present for approval.
- Be prepared to read any club correspondence.

During

- Announce roll call topic and call the roll. Mark members present with a "P" or a check mark.
- Stand and read the minutes from the last meeting. Speak clearly and loudly enough for all members to hear.
- Have the president sign the minutes after they have been approved.

- Record notes from the club meeting on tablet paper.
- If you cannot attend a meeting, work with the club volunteer and president to ensure minutes are read and roll call is taken. The substitute should record minutes in your absence and sign them as "Secretary Pro Tem."

After

- Promptly write the minutes and sign them.
- Write thank-you notes to the speakers or to others, if necessary.
- Complete other tasks assigned by the president.

Club Minutes

Make sure you write minutes properly. They are more than just a handy reference, they become a written history of the club.

Do not put discussion, personal opinion, adjectives or interpretations in the minutes. Minutes are a record of what was done—not what was said.



Creative Roll Call Ideas

Roll calls are monotonous and hold no interest for members after he/she has responded with the time-worn “here” or “present.” Adding some variety can be injected by varying the response method. There are many benefits in being creative. Interest is held, everyone has a part in the program and it permits shy members to participate, thus building confidence. In addition, a creative roll call sets the mood for a FUN meeting!

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| My favorite TV program | A word of advice | Foreign word and its meaning | My favorite ice cream |
| My favorite way to relax | Valentine verse | My favorite food | Share an embarrassing moment |
| Guess the low temperature for Christmas Day | Name a superstition | A good roll call for next year | City where I was born |
| My favorite radio program | Ideal age and why | A helpful or harmful Idaho insect | Number of firecrackers you shot on July 4th |
| A pet peeve I have | Favorite singing group or song | Time I get up on school mornings | Famous person in U.S. history |
| My favorite month and why | Something I look for in a friend | A place I would like to visit and why | Slang word and what it means |
| My favorite sport to play | Favorite 4-H event | A fact about my hometown | A place I would like to visit |
| An unusual Christmas gift I received | Health habit I practice | Toothpaste I use | A good book I read |
| Name a county in Idaho | Favorite snack | Name a product made with wheat | Favorite tongue twister |
| A fact about a tree or shrub | A style of clothes you like | Make a statement using your three initials | My best subject in school |
| Name a product produced in Idaho | A place of interest I've seen | How my parents met | Ways to improve our club |
| A food I dislike | Full legal name and heritage | Pet peeve of my parents | Demonstrate an exercise |
| Why I joined 4-H | Nickname you would like to have | Parents combined age | A word of advice |
| My favorite movie | A favorite expression of mine | Parents' middle names | Things that make me grouchy |
| My favorite summer sport | Inventor and his/her invention | A bad habit I should break | A Christmas carol I like to sing |
| A 4-H achievement I am proud of | Total number of projects I've completed | A house cleaning hint | A New Year's resolution |
| Irish saying | Idaho landmark | A memory from my first day of school | The color you dislike most |
| Name of a flower | Teenage slang and meaning | A safety slogan | Famous farm boy or girl |
| A new scientific idea | How and why I usually get in trouble | A gift I received but didn't expect | My most prized possession |
| Name a symbol of Halloween | The best pet I've ever had | Name a U.S. President | What I would do with a \$100 |
| My favorite cartoon character | What I cook best | Most important thing I learned in 4-H this year | Recreation our family enjoys |
| Summer plans | A fact about our club | A goal I have set in one of my 4-H projects | What year I joined 4-H |
| My favorite April Fools joke | Time spent riding school bus each day | Community Service we should do | A Christmas wish |
| A hobby I have | Time I get up on Saturdays | What I am most thankful for | Old home health remedy |
| My favorite CD | Famous quote and who said it | My favorite Christmas Decoration | An Idaho animal |
| A career I'd like to have when I grow up | A household item that can be poisonous | My favorite Christmas tradition | Favorite flower |
| Tell your favorite joke | My favorite TV commercial | What I wish my first name could be | A former Idaho governor |
| A table courtesy | My middle name | Fun things our club could try | Sing a Christmas Song Title |
| Nursery rhyme | My favorite hero | The year my Mom graduated from high school | A simple safety rule |
| A native Idaho tree | My favorite amusement park ride | My grandmother's first name | Date of my birth |
| My favorite Thanksgiving food | Name of a pet you have | A common garden weed | Musical instrument that I play |
| Share a suggestion to prepare for county fair | Share a suggestion for keeping 4-H records | | A fact about Idaho |
| What I like best about state fair | Where do you file your 4-H records | | A fact about water |
| Favorite winter pastime | | | A fact about 4-H History |
| | | | A fact about our county |

Sample 4-H Club Meeting Minutes

The _____ meeting of the _____ 4-H Club was called to
(month or first, second) (name of club)
order by _____, at _____ on _____,
(name and title) (time) (date)
at _____. _____ members and _____ visitors were present.
(location)

The visitors were: _____

_____.

The American flag salute and 4-H pledge were led by: _____

Action on previous meeting's minutes: _____

Treasurer's report (include expenses since last meeting, income since last meeting and current balance).

Correspondence: _____

Other Officer Reports: _____

Committee Reports: _____

Old Business: _____

New Business: _____

Announcements: _____

The next meeting will be held at _____ on _____ at _____
(time) (date) (location)

Business meeting adjourned at _____.
(time)

Program: _____

Recreation: _____

Respectfully Submitted,
_____, Secretary Date: _____
_____, President Date: _____

Corrections and/or additions: _____

Sample Attendance Record

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4-H Club Officer Team

OFFICER	NAME	EMAIL ADDRESS	PHONE/CELL#
PRESIDENT			
VICE PRESIDENT			
SECRETARY			
TREASURER			
REPORTER			
OTHER:			
VOLUNTEERS	NAME	EMAIL ADDRESS	PHONE/CELL#
ORGANIZATIONAL CLUB VOLUNTEER			
CO-LEADER			
PROJECT VOLUNTEERS			
TEEN VOLUNTEERS			
COMMITTEE	CHAIR PERSON	OTHER COMMITTEE MEMBERS	
PROGRAM			
FUNDRAISING			
HEALTH			
SAFETY			
COMMUNITY SERVICE			
RECREATION			
EXHIBIT			
REFRESHMENTS			
OTHER:			
NOTES			

Sample Summary of 4-H Club Activities

Explain the planned program or workshop activities your club participated in this year:

Community Service-Learning: One of the main focus areas of 4-H clubs is to plan and complete specific projects to improve the community.

What was the Community Service-Learning project? _____

When did it start and when was it finished? _____

Is this a new or continued project? _____ Chair _____

Number of members participating _____ Number of adults participating _____

What are the goals of this Service-Learning project? _____

Why did the club choose this project? _____

Where did it happen? _____

How did it turn out? Did the club meet its goals for this project? _____

Expenses for this project	Income (if any)



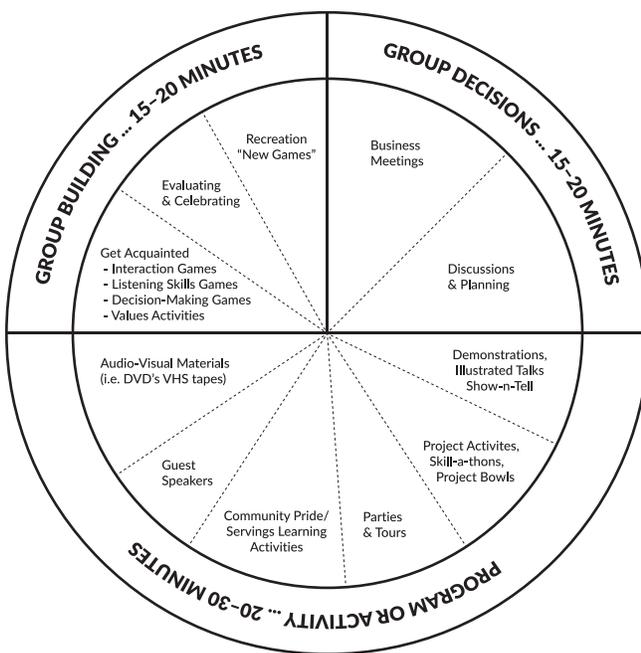
Meetings should be used to carry out the purpose of the organization. You should understand this, as well as the functions and policies of the organization, and help conduct meetings accordingly.

Preparation

Meetings just don't happen. It takes work and preparation before the meeting to ensure your meetings are effective. 4-H club officers and advisors should meet at the beginning of the year and before each club meeting to plan club activities and events and set the business agenda, the program and the recreational activities.

Meeting Planning Diagram

This diagram illustrates the amount of time needed during meetings for group building, business and for program. (See page 13 for a larger version.)



Sample 4-H Club Meeting Agenda

1. Call to order
2. U.S. Pledge of Allegiance
3. 4-H Pledge
4. Introductions & roll call
5. Reading of Minutes of last meeting
6. Treasurer report
7. Other officers' reports (if needed)
8. Committee reports (if needed)
9. Old business
10. New business & announcements
11. Program
 - Educational component
 - Oral presentations by members
 - Guest speaker
 - Service learning
12. Recreation
13. Refreshments
14. Reminders—Next meeting, action items (if needed)
15. Adjourn



The Order Of Business For 4-H Meetings

Call to Order

President: "Will the meeting please come to order. (Raps gavel on desk.) Will everyone please stand for the Pledge of Allegiance and the 4-H Pledge? Will _____ and _____ lead us in these pledges?" (Two different members each month or can be appointed by citizenship committee.)

Pledge of Allegiance

4-H Pledge

President: "Everyone, please be seated. Will the secretary call the roll?" (Only clubs with fewer than 25 members should call the roll. Larger clubs should pass a sign-in sheet around or have it at the door for people to sign as they come in.)

Secretary calls the roll. "Will the secretary read the minutes of the last meeting?"

Secretary reads minutes.

President: "Are there any additions or corrections to the minutes? (short pause) If not, the minutes stand approved as read. Will the treasurer please give a report?"

Treasurer gives report.

"Is the reporter ready with a report?" (Must report on a 4-H activity and/or new article(s) since last meeting. Not same as secretary's minutes.)

Reporter reports.

President: "Will the health chairman (example committee) give the report?"

Health chairman reports. Repeat for other committees if needed.

President: "Is there any old business?"

President: "Is there any new business? Are there any announcements? I will now turn the meeting over to the vice president for the program."

Program: Vice president presiding.

"____ will give a project talk." Or "____ will present a demonstration today on ____."

Or "____ will present a special program titled ____."

Members present program.

"This concludes our program. I will now turn the meeting back over to the president."

President: "Welcome (Name of guest). I now turn the meeting over to ____" the club leader, a resource volunteer or guest to present a program (or make announcements)."

President: "Does our leader have any additional announcements? Do I hear a motion to adjourn the meeting? Is there a second to the motion? The meeting is now adjourned."

4-H Emblem, Motto, Slogan, and Pledge

Emblem

The 4-H emblem is a green, four-leaf clover with a white "H" on each leaf which represent one of the four H's: Head, Heart, Hands and Health. The white stands for purity. Green, nature's most common color, represent life, springtime and youth.



4-H Motto: "To Make the Best Better"

4-H Slogan: "Learn by Doing"

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.



RESOURCES

General Rules of Parliamentary Procedure

Parliamentary Procedure Made Easier (see references section) has detailed information regarding motions and the details of how parliamentary procedure works. Below is a very simplified guide to using parliamentary procedure.

1. Always rise to make a motion or to address a group
2. When making a motion, one should say, "I move that..." NOT "I make a motion."
3. A motion must be approved by a second person saying "I second that motion."
4. The floor refers to the area in which business is being conducted (the meeting room). The president, presiding officer, always has control of the floor except when granted to another member.
5. Use of the gavel:
 - i. One tap: members are to be seated and signifies the pass/fail of a motion.
 - ii. Two taps: calls meeting to order.
 - iii. Three taps: members are to rise.
6. Voting methods include: voice, rising, show of hands, secret ballot and roll call.
7. President only votes in the case of a tie.
8. When used properly, parliamentary procedure will provide for a very orderly and efficiently run business meeting which allows the right of everyone to be heard.

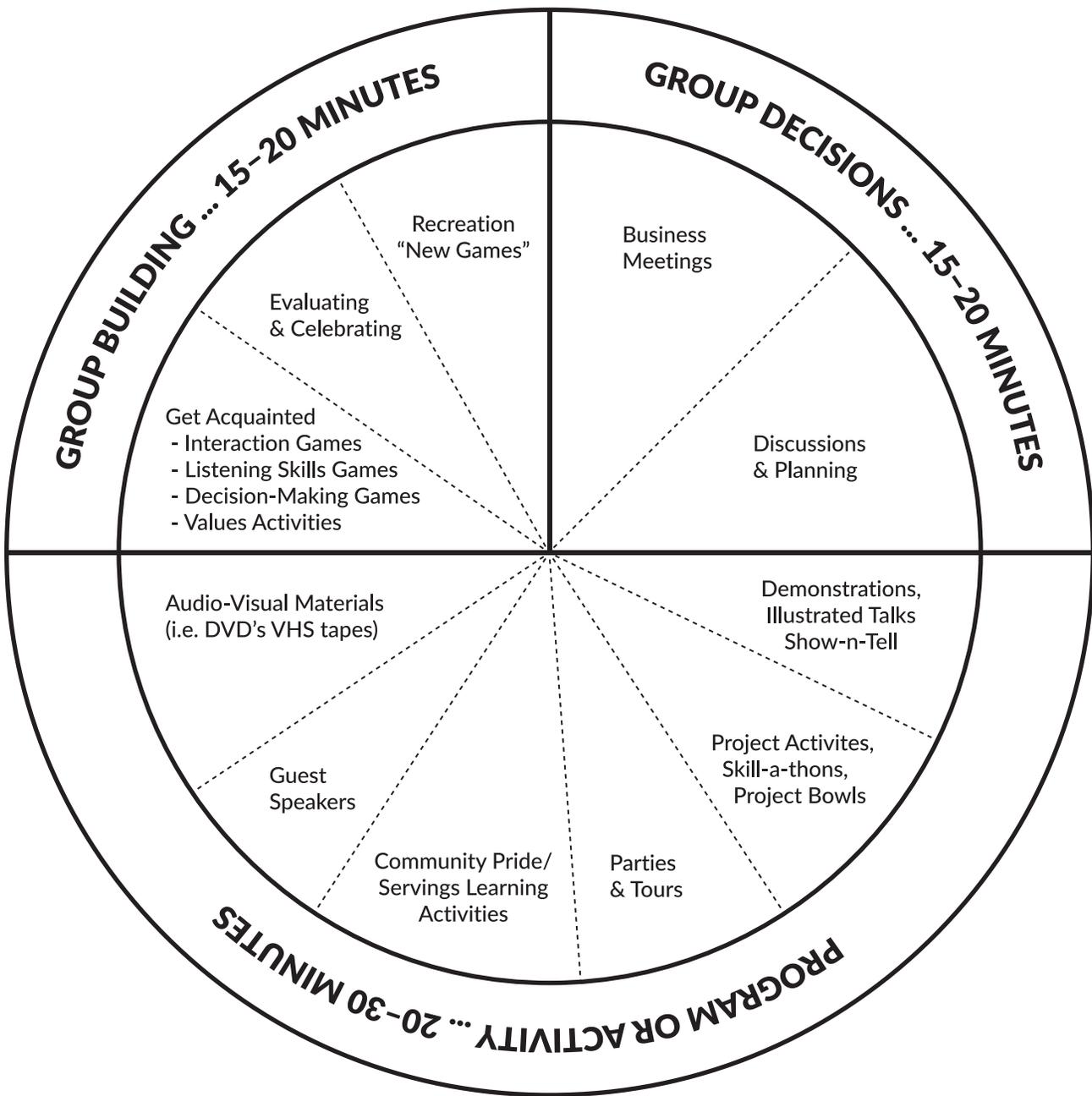
Types of Motions

1. Main Motions: to present an opinion or propose an action for the group to consider.
2. To Adjourn: to end a business meeting in an orderly fashion.
3. To Call for Question or Privilege: provides for immediate action to be taken for the rights, privileges or comfort of the group.
4. Table: to set aside a main motion until a given time for future consideration.

Sample 4-H Club Annual Plan

Month Date Time Location	Business Events, Activities, Items for group decision	Program Educational program or activity, Speakers, Demonstrations	Recreation Singing, games, team building, refreshments	Community Service Project	Special Events Club, County, District State
Sept	Elect officers Hand out enrollment forms Appoint • Planning committee • National 4-H Week promotion committee	Parliamentary procedure Make posters for National 4-H Week.	Picnic Get acquainted (name game) Watermelon seed spitting contest	Announce fire prevention survey in October	Club Family Night Leader's Council Mtg.
Oct	Install Officers Collect enrollments and money for materials. Planning committee gets approval for program for year – hand out yearly plan.	Present completion certificates and seals. Return record books	Halloween Game	Reports on fire safety survey. Plan for Thanksgiving needy box.	National 4-H Week Recognition Night Leader's Council Mtg.
Nov	Plan • fund-raising project for camp • Community Service activities Remind to bring gift for Holiday party in Dec.	Holiday gifts and decorations	Thanksgiving Game	Plan for Christmas box for needy family	State 4-H Ambassador Training KYG applications due State Leader's Forum Leader's Council Mtg.
Dec	Announce Officer's Training	Explain record keeping	Holiday party	Deliver Christmas box. Plan for visit to nursing home in February	
Jan	Announce Communications Rodeo	give instructions on demos. Make valentines for nursing home	Action songs & games		KYG interviews Officer's Training Leader's Council Mtg.
Feb	Finish fund-raising project	Demonstrations by members Work on Involvement Rpt	Valentine Game	Visit nursing home	KYG – president's holiday weekend. District II Leaders Forum Leader's Council Mtg.
Mar	Report on KYG Report on Leaders forum	Demonstrations by members Leaders get in groups w/ youth to explain record keeping.	St Patrick's game		Beef Weigh-in Communications Rodeo Leader's Council Mtg.
Apr	Announce 4-H Camp Report on Communications Rodeo	Speaker: from humane society to talk about spaying and neutering animals Project reports by members Records check	April Fools party	Plant tree on school grounds	Swine Weigh-in Leader's Council Mtg.
May	Announce judging events, fair dates	Project tour	Action songs & games		Lamb weigh-in Leader's Council Mtg.
June	Announce fair cleanup, orientation and potluck	Judging practice Records check	Relays		Teen Conference 4-H Teen Camp Leader's Council Mtg.
July	Report on Camp and Teen Conference	Complete records	Picnic; folk games		1 st 4-H Kids Camp Fair entry forms due Record books due Fair Cleanup Leader's Council Mtg.
Aug	Report on Camp Announcements about club reorganization.	Speaker: from Birds of Prey Center	Action songs & games		County Fair 2 nd 4-H Kids Camp Western Idaho Fair

Meeting Planning Diagram



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