4-H Secretary Packet
Secretary Duties & Resources
**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.
- 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.

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.
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!

Creative Roll Call Ideas

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

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 _________________________.
Program: _______________________________________________________________________________________________________
Recreation: _____________________________________________________________________________________________________  
Respectfully Submitted,  
___________________________________________, Secretary       Date: __________________
___________________________________________, President       Date: __________________
Corrections and/or additions: _______________________________________________________________________________
____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________
# Sample Attendance Record

<table>
<thead>
<tr>
<th>Name</th>
<th>Dates of meetings, meeting attendance</th>
<th>Total Number Meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# 4-H Club Officer Team

<table>
<thead>
<tr>
<th>OFFICER</th>
<th>NAME</th>
<th>EMAIL ADDRESS</th>
<th>PHONE/CELL#</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRESIDENT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VICE PRESIDENT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SECRETARY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TREASURER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REPORTER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTHER:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VOLUNTEERS</th>
<th>NAME</th>
<th>EMAIL ADDRESS</th>
<th>PHONE/CELL#</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORGANIZATIONAL CLUB VOLUNTEER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CO-LEADER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROJECT VOLUNTEERS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TEEN VOLUNTEERS</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMMITTEE</th>
<th>CHAIR PERSON</th>
<th>OTHER COMMITTEE MEMBERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROGRAM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FUNDRAISING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HEALTH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAFETY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMMUNITY SERVICE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RECREATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EXHIBIT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>REFRESHMENTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTHER:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## 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? _________________________________________
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________

<table>
<thead>
<tr>
<th>Expenses for this project</th>
<th>Income (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 the 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

4-H 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.
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.
## 4-H Club Annual Plan of Meetings and Activities

<table>
<thead>
<tr>
<th>Month</th>
<th>Business Agenda</th>
<th>Program Agenda</th>
<th>Recreation Agenda</th>
<th>Community Service Project</th>
<th>Special Events</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Events, Activities, Items for group decision</td>
<td>Educational program or Activity. Speakers, Demonstrations</td>
<td>Singing, games, team building, refreshments.</td>
<td>Club, County District, State</td>
<td></td>
</tr>
</tbody>
</table>

---

4-H Club Secretary | Resources 11
<table>
<thead>
<tr>
<th>Month</th>
<th>Business Events, Activities, items for group decision</th>
<th>Program Educational program or activity, Speakers, Demonstrations</th>
<th>Recreation Singing, games, team building, refreshments</th>
<th>Community Service Project</th>
<th>Special Events Club, County, District State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov</td>
<td>Plan • fund-raising project for camp • Community Service activities Remind to bring gift for Holiday party in Dec.</td>
<td>Holiday gifts and decorations</td>
<td>Thanksgiving Game</td>
<td>Plan for Christmas box for needy family</td>
<td>State 4-H Ambassador Training KYG applications due State Leader’s Forum Leader’s Council Mtg.</td>
</tr>
<tr>
<td>Dec</td>
<td>Announce Officer’s Training</td>
<td>Explain record keeping</td>
<td>Holiday party</td>
<td>Deliver Christmas box. Plan for visit to nursing home in February</td>
<td></td>
</tr>
<tr>
<td>Jan</td>
<td>Announce Communications Rodeo</td>
<td>give instructions on demos. Make valentines for nursing home</td>
<td>Action songs &amp; games</td>
<td>KYG interviews Officer’s Training Leader’s Council Mtg.</td>
<td></td>
</tr>
<tr>
<td>Feb</td>
<td>Finish fund-raising project</td>
<td>Demonstrations by members Work on Involvement Rpt</td>
<td>Valentine Game</td>
<td>Visit nursing home</td>
<td>KYG – president’s holiday weekend. District II Leaders Forum Leader’s Council Mtg.</td>
</tr>
<tr>
<td>Mar</td>
<td>Report on KYG Report on Leaders forum</td>
<td>Demonstrations by members Leaders get in groups w/ youth to explain record keeping</td>
<td>St Patrick’s game</td>
<td></td>
<td>Beef Weigh-in Communications Rodeo Leader’s Council Mtg.</td>
</tr>
<tr>
<td>Apr</td>
<td>Announce 4-H Camp Report on Communications Rodeo</td>
<td>Speaker: from humane society to talk about spaying and neutering animals Project reports by members Records check</td>
<td>April Fools party</td>
<td>Plant tree on school grounds</td>
<td>Swine Weigh-in Leader’s Council Mtg.</td>
</tr>
<tr>
<td>May</td>
<td>Announce judging events, fair dates</td>
<td>Project tour</td>
<td>Action songs &amp; games</td>
<td></td>
<td>Lamb weigh-in Leader’s Council Mtg.</td>
</tr>
<tr>
<td>June</td>
<td>Announce fair cleanup, orientation and potluck</td>
<td>Judging practice Records check</td>
<td>Relays</td>
<td>Teen Conference 4-H Teen Camp Leader’s Council Mtg.</td>
<td></td>
</tr>
<tr>
<td>July</td>
<td>Report on Camp and Teen Conference</td>
<td>Complete records</td>
<td>Picnic; folk games</td>
<td>1st 4-H Kids Camp Fair entry forms due Record books due Fair Cleanup Leader’s Council Mtg.</td>
<td></td>
</tr>
<tr>
<td>Aug</td>
<td>Report on Camp Announcements about club reorganization.</td>
<td>Speaker: from Birds of Prey Center</td>
<td>Action songs &amp; games</td>
<td>County Fair 2nd 4-H Kids Camp Western Idaho Fair</td>
<td></td>
</tr>
</tbody>
</table>
Meeting Planning Diagram
REFERENCES


