4-H CLUB SECRETARY'S

RECORD BOOK

_____

Club Name

_____

Club Secretary

_____

Year

"Learn to do by Doing"

This Secretary's Book *must* be displayed at the club Achievement Day

This project manual is a joint effort

of the

P.E.I. 4-H Council

and the

P.E.I. Department of Agriculture

Reprinted in 2013

Club Officers

PRESIDENT _____

VICE-PRESIDENT _____

SECRETARY _____

TREASURER _____

CLUB REPORTER _____

OVERALL LEADER _____

President of your **District 4-H Council** _____

President of the **P.E.I. 4-H Council** _____

4-H PLEDGE...
I Pledge
My HEAD to clearer thinking
My HEART to greater loyalty
My HANDS to larger service
My HEALTH to better living
For my Club, My Community and my Country

Suggestions for the Secretary

In writing the minutes of a 4-H meeting, the secretary should record the following:

1. The kind of meeting (*regular or special)*
2. Name of club
3. Date and place of meeting
4. Number of members present and names of special guests
5. Response to roll call
6. Statement that the minutes of the last meeting were or were not read and approved
7. All business transacted, including who moved and seconded each motion and whether the motion was carried or defeated *(be sure to include full names and dates)*
8. Committees appointed and committee reports
9. Demonstrations, speeches, project work done, special features on program and recreation
10. Statement on correspondence handled by the meeting
11. Unfinished business and new business brought before the meeting
12. Time of adjournment
13. Time and place of next meeting, if not indicated in program outline of the club

The President and Secretary both must sign the minutes written in this book. Then, the minutes become part of your permanent club record.

Duties of the Club Secretary

1. Take charge of the secretary's book. Provide a definite place for keeping this book, club correspondence, and other records belonging to the club.

2. Read the instructions in the secretary's record book and complete the book during the year as instructed. The record book must be displayed at your club's Achievement Day.

3. Handle all club correspondence.

4. Keep notes on all motions and happenings of the club meeting and re-write them into this secretary's book and be prepared to read the minutes at each meeting.

5. Sit at the front table, near the president.

6. Read at the meetings all pertinent letters received by the club.

7. Call the roll and keep attendance records.

8. Act as chairperson if both the president and the vice-president are absent and then appoint an acting secretary for the meeting.

9. Send out or post notices of the club's meetings or programs.

10. Ask visitors to sign the guest book.

11. Have the ***completed*** secretary's book on display at your club's Achievement Day.

Order of Business

Every meeting should follow a set order of business or agenda. The 4-H meeting can be divided into four general parts - ***opening, business, work or instructions, and social or recreation***. The pattern will vary from club to club and from meeting to meeting, but is generally applicable to most 4-H club meetings.

1. **Opening**
   - call to order
   - opening exercises such as “O Canada” or “4-H Pledge”

2. **Business**
   - roll call and response
   - reading of minutes of last meeting, corrections (if any), approval of minutes
   - correspondence
   - collection & treasurer’s report
   - reports from committees
   - unfinished business
   - new business
   - adjournment of business meeting

   If there is no business to be brought up, the president can adjourn the business section after the reading and approval of the minutes. The remaining time can be spent on project work or other activities. The time for project work, other events and recreation comes only after completion of the business section.

   The secretary should record all parts of the meeting in the minutes

3. **Program Session**

   The session may include videos, public speaking, demonstrations, panel discussion, or a guest speaker.

   Special activities such as a judging session, building a 4-H float, or a tour may be included in this session.

4. **Recreation**

This should also be a planned part of the program, and not too long. A recreation chairperson or committee should be in charge. It may include refreshments, movie, songs, games, etc.

The recreation period is often omitted from the meetings and a special recreation period may be organized for a ball game, dance, etc.

Club Meeting Program

The program of the club meeting has three distinct aspects.

1. The ***business*** or ***formal*** part in which parliamentary practice is learned and used.
2. ***Subject matter***: demonstrations, talks on club projects, etc.
3. ***Social*** or ***recreational***.

Order of Business

1. *Meeting called to order by the president*
2. *Club Pledge*
3. *Roll Call by Secretary*
4. *Minutes read, corrected and approved*
5. *Correspondence*
6. *Collection and Treasurer's Report*
7. *Committee Reports*
8. *Unfinished Business*
9. *New Business*
10. *Adjournment*
11. *Program/Recreation*

Roll Call of Members

Names	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug
Total Members												
Visitors												
Total Attendance												

Roll Call of Members

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Roll Call of Members

Names	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug
Total Members												
Visitors												
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Minutes of Meeting

Date: _____ **Place:** _____

Club Leader: _____

No. of Members Present _____ **No. of Leaders Present** _____ **No. of Visitors** _____

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Signature (President) _____

Signature (Secretary) _____

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Signature (President) _____

Signature (Secretary) _____

(use aditional space on back if necessary)

Summary of Club Activities for the Year _____

Number of Members Enrolled: _____

Number of Members' Completing their Project: _____

Number of Regular Meetings Held: _____

Number of Special Meetings Held: _____

Number of 4-H Members Completing Communications Projects:

Speeches: _____

Demonstrations: _____

Club Activities: _____

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(Signatures) _____
President

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Secretary

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Overall Leader