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## SECRETARY

### Steps to Success

#### Before the Meeting:

1. Organize all correspondence received since the last meeting to be shared with club members.
2. Have an up-to-date roll of members for attendance.
3. Have a list of standing and special committees, and know who is on them.
4. Check the minutes of the last meeting for old business tabled or postponed, bring the minutes with you to the meeting.
5. If you cannot attend a meeting, notify the president ahead of time.

#### During the Meeting:

1. Arrive early to assist with meeting set-up and to discuss items of business with the leaders and other officers. **Remember, you are part of an officer TEAM. Make sure to do your part!**
2. Conduct Roll Call.
3. Read minutes of previous meeting.
4. Read any correspondence you have received for the club.
5. Take accurate notes.
6. Write down motions as they are stated by members.
7. Help the president maintain and follow parliamentary procedure.



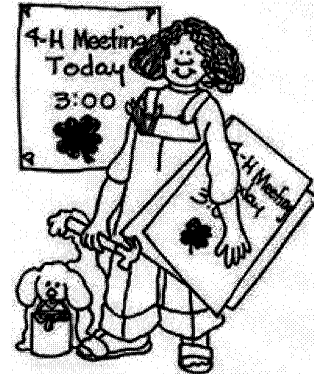
#### After the Meeting:

1. Help with clean-up after the meeting.
2. Write (or type) minutes within a day or two to help keep items fresh in your mind.
3. Insert the minutes in your *Club Secretary's Book*. They should be neat and legible. If you are handwriting them, be sure to use the same ink color throughout the entire book. Sign at the end of the minutes.
4. Inform absent officers or committee chairs of action that concerns them.

5. Write all necessary business letters and letters of thanks for the club. Inform officers, leaders, and committee chairs to tell you who thank-you notes should go to and to provide you with addresses.

### **Secretary's Minutes Should Include:**

1. Kind of meeting (regular or special)
2. Name of group
3. Place and date of meeting
4. Who presided
5. Time meeting started
6. Number of members and guests present
7. Approval of minutes of previous meeting
8. Treasurer's report
9. Reports of other officers, committees, and leaders
10. Complete motions, with the name of the people making the motions
11. Important points discussed; persons appointed to committees and assignments
12. All matters related to financial decisions
13. Adjournment
14. Type of educational program and recreation and who provided them
15. Titles and presenters for any talk or demonstrations given
16. Acknowledgement of services to the club (i.e. refreshments provided)
17. Secretary's signature



### **Things to Keep In Mind About the Minutes:**

- New Officers should be stated in the minutes.
- Minutes need to reflect when a "Secretary Pro-Tem" (someone who is filling in for absent secretary) is doing minutes - Secretary Pro-Tem should NOT be an adult or a leader!!!!
- Make sure you have every month's minutes in book.  
     Separate old and new business into different paragraphs.
- Always state who is presiding over the meeting.
- Use first and last names of members.
- Make sure all financial decisions are noted in the minutes.
- Use a separate sheet of paper to take notes - do not try to write them in the book as meeting progresses!

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- Every item that is covered needs to be commented on - can use words such as "discussed", "talked about", etc.
    - Need to include enough detail to make sense, but do not include word-by-word conversations.
    - If you need to have something repeated, just say so! (It's better to have someone repeat something and have it in the minutes, than to leave something important out of minutes.)
  - It is the "Pledge of Allegiance", not the "American Pledge".
  - All meetings need to be adjourned, and minutes need to state that.
  - Sign minutes, and get President (or presiding officer) to approve minutes.
  - Stay consistent in typing or writing minutes. Use same color of ink. Use white out instead of crossing out.

## SPECIALIZED ROLES

Some clubs elect more specialized officers to assist with secretarial duties.

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### Attendance Secretary

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Members who have been elected as Attendance Secretaries have the important job of taking roll call at all of the club's monthly meetings. Be sure to fill out the Attendance Record Form monthly and use "P" to indicate "present," or "A" to indicate "absent." If time permits, and you are feeling a bit more creative with this role, you can ask members to respond to a question if they are present. For example, you can ask them to state their favorite color. However, you will still need to write "P" or "A" in the record form.

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### Club Sunshine

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The Club Sunshine has the responsibility of overseeing the distribution of cards and/or gifts to members of the club, their families, and friends of 4-H as designated by the club. These cards or gifts are usually given at the time of an illness, accident or operation, birth of a baby, or other significant event. Your club may also recognize the birthdays of club members and leaders. Check with your local club leaders to determine exactly what is expected of you and what resources they can provide you to accomplish your job successfully.