



Officer Duties help sheet

<https://ucanr.edu/sites/UCCESanBenito/files/288050.pdf>

4-H Secretary Help Sheet



The Secretary is responsible for the recording of monthly club meetings and documentation of the running of your 4-H club.



The 4-H secretary will be responsible for turning in the secretary book to the 4-H office by August 9, 2024. You can drop off the secretary book at the UCCE 4-H office or contact Julie Katawicz, 4-H program representative to make arrangements to drop off the book. Email contact information jkatawicz@ucanr.edu or (831) 205-3180.



The secretary manual link: <https://ucanr.edu/sites/UCCESanBenito/files/169030.pdf>



The secretary book will have to include the following information:

- Monthly club meeting agenda
- 4-H club monthly minutes
- Attendance sheet from monthly club meetings
- Club planner for the year
 - <https://ucanr.edu/sites/UCCESanBenito/files/250468.doc>
- Completed outreach form
 - <http://4h.ucanr.edu/files/167457.pdf>
- 4-H club By-Laws
 - <https://ucanr.edu/sites/UCCESanBenito/files/355975.docx>
 - Templet
- 4-H club Constitution
 - <https://ucanr.edu/sites/UCCESanBenito/files/355974.docx>
 - Templet



Secretary book should have a table of content, signatures, tabs for dividers in a binder.

Thank you to all the youth & volunteers that assemble, review and participate as the 4-H youth secretary.

If you have any questions, contact the 4-H office at (831) 205-3180 or jkatawicz@ucanr.edu.



The Historians helpful information link:

<https://ucanr.edu/sites/UCCESanBenito/files/214433.pdf>



[Updated Club Record book form for Awards Night](https://ucanr.edu/sites/UCCESanBenito/files/361057.xlsx)

<https://ucanr.edu/sites/UCCESanBenito/files/361057.xlsx>