

# How many Secretaries are there?

The secretary's duties can be done by one, two or three people. Think about sharing the responsibilities with 4-H members in your club to give more people a chance to try doing something different and new that they might not have tried before. If there is more than one secretary, you probably want to figure out ahead of time what each person will be doing. The secretary's, or secretaries', main job is to make a secretary's binder and keep it updated with important club documents.

There are multiple statewide recognition opportunities for 4-Hers, including the 4-H Golden Clover Awards, Higher Education Scholarships, 4-H Record Book Competitions and the Diamond Clover Award.

## RECORDING SECRETARY

### General Duties

- Take minutes for each meeting. Minutes are notes about the who, what, when and how of the club meeting. If there is ever a dispute later, your minutes will be important in determining if an issue was brought up and fully discussed. It is important to keep accurate, legible minutes.
- Create and keep updated a secretary's binder for the program year. Your binder sections should include: annual goals and annual program plans; annual club planner; the club roster and attendance; meeting agendas; meeting minutes; committee reports; correspondence; and outreach methods documentation.

### At Club Meetings

- Sit next to the president.
- Stand up and read minutes of the last meeting when the president calls for them to be read. Make corrections to the minutes if club members tell you they are needed.
- Take minutes for all club meetings.
- Record all motions and the names of the people who make and second those motions. In parliamentary procedure, motions are requests for a decision to be made at a meeting. As needed, the secretary reads the motion aloud to the group. Note changes to a motion. Enter the final motion and membership vote in your minutes.
- Record the names of officers elected, committees appointed and other business conducted during the meeting. Make note of the meeting's guest speakers and any demonstrations, entertainment or activities that took place during the meeting.

- Record the treasurer's report in your minutes of the meeting.
- Keep lists of topics that are talked about and require further discussion at the next meeting ("old business"). When asked by the president, share the nature of any old business that needs attention. If there is no old business, state that to the president.
- Collect and file all committee reports in your binder.
- If you have to miss a meeting, make sure that the secretary's binder gets to the meeting. The corresponding secretary or someone picked by the president will take the minutes.

### End of Year

- Give the community club leader a completed secretary's binder, including minutes from all club meetings. You may need to collect documents from the other officers (e.g., outreach methods documentation) to finish your binder.

**Tip!** Take meeting minutes on a laptop and clean them up within a week after the meeting while your memory of what happened is still fresh.

## CORRESPONDENCE SECRETARY

### General Duties

- Collect and write all correspondence for the club.
- Send thank-you notes to guest speakers and to people who make donations to the club. Work with the treasurer to make sure you are informed of any donations so that you can send a thank-you in a timely manner.
- File all correspondence in the secretary's binder.

### At Club Meetings

- When called on by the president, read aloud to the club members any letters, cards or thank-you notes received by the club.
- Report on any letters you have written on behalf of the club since the last meeting.
- During the meeting, make notes of any letters, notes or cards that club members decide they want you to write and send out.

### End of Year

- Make sure you have filed all correspondence for the club in the secretary's binder.



## ATTENDANCE SECRETARY

### General Duties

- Keep attendance records for the club.
- As requested, assist the community club leader or volunteer enrollment coordinator with enrollment.
- Update the member roster.
- File attendance records and member roster in the secretary's binder.

### At Club Meetings

- Take roll at each club meeting and keep a record of who attended each meeting. This can be done in a fun way by using one of the Healthy Living roll call activities. Check with the Healthy Living Officer for each month's "Roll Call for Health". Other methods include calling each name, passing around a sign-in sheet or taking attendance as members arrive. The method that works best will depend on the size of your club.

### End of Year

- Make sure you have filed all attendance records and the member roster for the club in the secretary's binder.

### More Information

- Appendix III: 4-H Club Meeting Minutes
- Appendix IV: 4-H Club Meeting Minutes Sample
- Cornell University Cooperative Extension Choose Health Officer Guide, <http://4h.ucanr.edu/Programs/Clubs/Officers/>