



# 4-H GROWS HERE

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4-H Club Officer Packet  
Position Duties & Resources

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University of Idaho  
Extension

# 4-H Club SECRETARY

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## 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.
- Arrive early to assist with setup 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.

- Record notes from the club meeting on tablet paper.
- If you cannot attend a meeting, work with the club volunteer and president to ensure minutes are read and roll call is taken. The substitute should record minutes in your absence and sign them as "Secretary Pro Tem."

### 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.



## Creative Roll Call Ideas

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!

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 am 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  
 Musical 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  
(month or first, second) (name of club)  
order by \_\_\_\_\_, at \_\_\_\_\_ on \_\_\_\_\_,  
(name and title) (time) (date)  
at \_\_\_\_\_. \_\_\_\_\_ members and \_\_\_\_\_ visitors were present.  
(location)

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 \_\_\_\_\_.  
(time)

Program: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recreation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Respectfully Submitted,  
\_\_\_\_\_, Secretary Date: \_\_\_\_\_  
\_\_\_\_\_, President Date: \_\_\_\_\_

Corrections and/or additions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Sample Attendance Record

Name	Dates of meetings, meeting attendance											Total Number Meetings	
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# 4-H Club Officer Team

OFFICER	NAME	EMAIL ADDRESS	PHONE/CELL#
PRESIDENT			
VICE PRESIDENT			
SECRETARY			
TREASURER			
REPORTER			
OTHER:			
VOLUNTEERS	NAME	EMAIL ADDRESS	PHONE/CELL#
ORGANIZATIONAL CLUB VOLUNTEER			
CO-LEADER			
PROJECT VOLUNTEERS			
TEEN VOLUNTEERS			
COMMITTEE	CHAIR PERSON	OTHER COMMITTEE MEMBERS	
PROGRAM			
FUNDRAISING			
HEALTH			
SAFETY			
COMMUNITY SERVICE			
RECREATION			
EXHIBIT			
REFRESHMENTS			
OTHER:			
NOTES			

# Sample Summary of 4-H Club Activities

Explain the planned program or workshop activities your club participated in this year:

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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? \_\_\_\_\_

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Why did the club choose this project? \_\_\_\_\_

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Where did it happen? \_\_\_\_\_

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How did it turn out? Did the club meet its goals for this project? \_\_\_\_\_

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Expenses for this project	Income (if any)





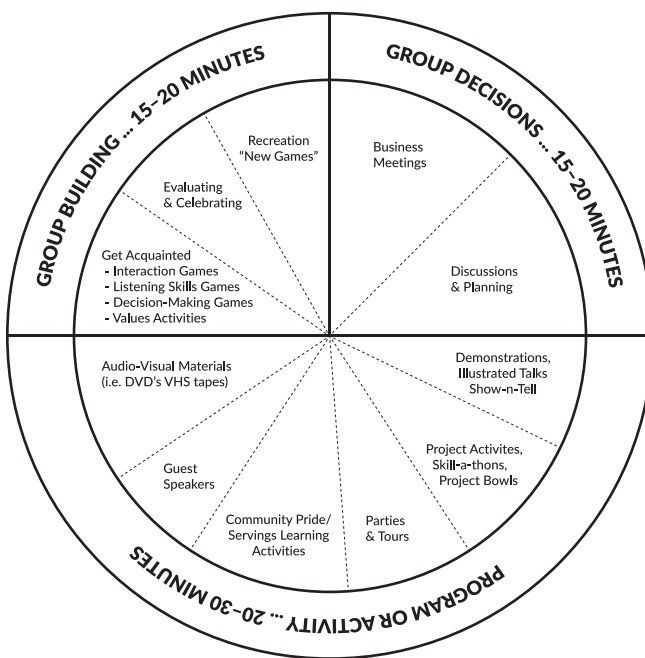
Meetings should be used to carry out the purpose of the organization. You should understand this, as well as the functions and policies of the organization, and help conduct meetings accordingly.

### 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 they 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

### 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.



# RESOURCES

## 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.

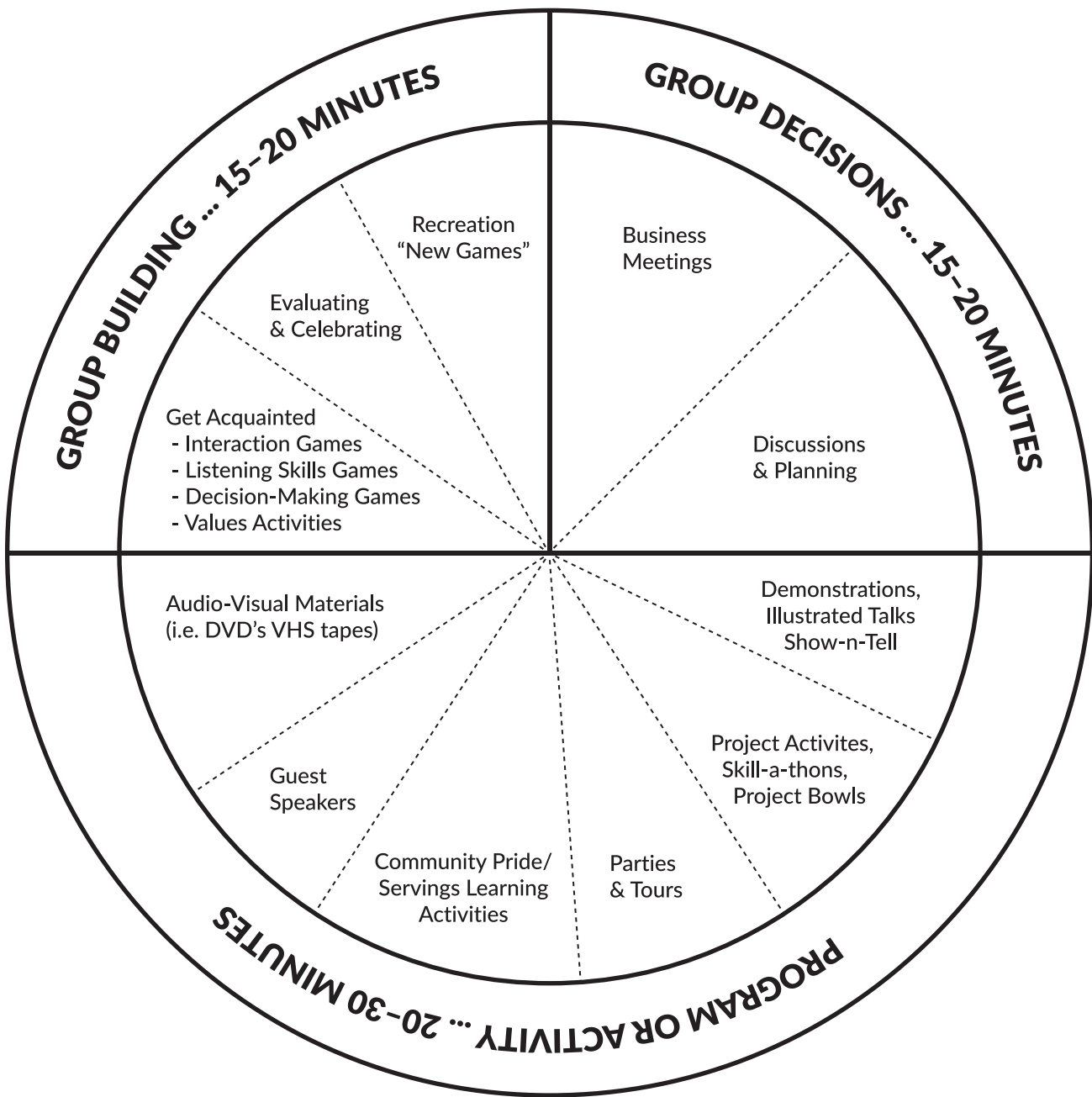
# 4-H Club Annual Plan of Meetings and Activities

<b>Month</b> Date Time Location	<b>Business Agenda</b> Events, Activities, Items for group decision	<b>Program Agenda</b> Educational program or Activity. Speakers, Demonstrations	<b>Recreation Agenda</b> Singing, games, team building, refreshments.	<b>Community Service Project</b>	<b>Special Events</b> Club, County District, State

# Sample 4-H Club Annual Plan

Month Date Time Location	Business Events, Activities, Items for group decision	Program Educational program or activity, Speakers, Demonstrations	Recreation Singing, games, team building, refreshments	Community Service Project	Special Events Club, County, District State
Sept	Elect officers Hand out enrollment forms Appoint • Planning committee • National 4-H Week promotion committee	Parliamentary procedure Make posters for National 4-H Week.	Picnic Get acquainted (name game)  Watermelon seed spitting contest	Announce fire prevention survey in October	Club Family Night Leader's Council Mtg.
Oct	Install Officers Collect enrollments and money for materials. Planning committee gets approval for program for year – hand out yearly plan.	Present completion certificates and seals. Return record books	Halloween Game	Reports on fire safety survey. Plan for Thanksgiving needy box.	National 4-H Week Recognition Night Leader's Council Mtg.
Nov	Plan • fund-raising project for camp • Community Service activities Remind to bring gift for Holiday party in Dec.	Holiday gifts and decorations	Thanksgiving Game	Plan for Christmas box for needy family	State 4-H Ambassador Training KYG applications due State Leader's Forum Leader's Council Mtg.
Dec	Announce Officer's Training	Explain record keeping	Holiday party	Deliver Christmas box. Plan for visit to nursing home in February	
Jan	Announce Communications Rodeo	give instructions on demos. Make valentines for nursing home	Action songs & games		KYG interviews Officer's Training Leader's Council Mtg.
Feb	Finish fund-raising project	Demonstrations by members Work on Involvement Rpt	Valentine Game	Visit nursing home	KYG – president's holiday weekend. District II Leaders Forum Leader's Council Mtg.
Mar	Report on KYG Report on Leaders forum	Demonstrations by members Leaders get in groups w/ youth to explain record keeping.	St Patrick's game		Beef Weigh-in Communications Rodeo Leader's Council Mtg.
Apr	Announce 4-H Camp Report on Communications Rodeo	Speaker: from humane society to talk about spaying and neutering animals Project reports by members Records check	April Fools party	Plant tree on school grounds	Swine Weigh-in Leader's Council Mtg.
May	Announce judging events, fair dates	Project tour	Action songs & games		Lamb weigh-in Leader's Council Mtg.
June	Announce fair cleanup, orientation and potluck	Judging practice Records check	Relays		Teen Conference 4-H Teen Camp Leader's Council Mtg.
July	Report on Camp and Teen Conference	Complete records	Picnic; folk games		1 <sup>st</sup> 4-H Kids Camp Fair entry forms due Record books due Fair Cleanup Leader's Council Mtg.
Aug	Report on Camp Announcements about club reorganization.	Speaker: from Birds of Prey Center	Action songs & games		County Fair 2 <sup>nd</sup> 4-H Kids Camp Western Idaho Fair

# Meeting Planning Diagram



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