

# 4-H Secretary's Book

County \_\_\_\_\_  
4-H Club \_\_\_\_\_  
Secretary \_\_\_\_\_  
4-H Year \_\_\_\_\_

Revised 8/2004

# 4-H Secretary's Book

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## Resources

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<b>Oklahoma 4-H Publications</b>	441	Leader/Agent's Guide Leadership Life Skills
30 Oklahoma 4-H Officers Guide		
31 Secretary's Book	495	Many Faces, One People – A Multicultural Training Guide
32 Conducting a Meeting and Parliamentary Procedure	437	4-H Leadership Role Description – President Vice-President Secretary Treasurer Recreation Leader Reporter Song Leader
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# 4-H Club Officers

One goal of 4-H is to develop leadership skills. Perspective club officers should be gaining and developing leadership skill. The existing officer team should help develop future leaders by involving members in meaningful committee work. Committees are an excellent training ground for developing club officers.

It's a good idea to pass jobs around so members gain different experiences and perspectives; this means the same member doesn't hold the same office in successive years or serve on the same committee over an extended period of time. A variety of experiences help the member develop new skills. For more information on committees see *Resources* on inside cover.

Club officers are an important part of the leadership team in the local 4-H club. Being an officer helps the member develop leadership skills as he or she performs their required duties.

Allowing 4-H clubs to elect their own officers serves the following purposes:

- All members learn about and participate in elections.
- Those elected learn to be responsible to their organization, leadership skills and parliamentary procedure.
- Members feel ownership in their club meetings.

Club officers are usually elected each year near the beginning of the 4-H program year. A leader should explain the duties of each officer to potential candidates and provide leadership to the election process so candidates are elected for their ability to do the job rather than for their popularity. The organizational leader, an assistant leader or parent-volunteer should be named to help the officers carry out their responsibilities.

A club may elect additional officers other than those listed below. For example, some clubs elect a historian who is responsible for the scrapbook. In other clubs, the offices of secretary and treasurer may be combined into one office. The club's size and the age of membership will determine the number and kinds of officers to elect.

## The 4-H officers usually elected in each club are the:

- **President** prepares an agenda with the assistance of the other officers, presides at all business meetings, coordinates club business, appoints committees and establishes a sense of team for the club. (Lit. 435 4-H Club Presidents Planning Guide)
- **Vice President** provides leadership in the president's absence, coordinates committees, and may be responsible for educational programs at club meetings.
- **Secretary** keeps written minutes of all meetings and attendance and participation records in the Oklahoma 4-H Club Secretary's Book, Lit. 31. The secretary also writes correspondence, assists with club scrapbook, monthly reports and activity reports. Annually submits Secretary's Book to county Extension office.
- **Treasurer** takes care of all club finances. The treasurer keeps an accurate record of the club's funds in the Oklahoma 4-H Club Treasurer's Book (Lit. 438), writes receipts, checks, makes deposits and prepares and submits annual Financial Report to the county Extension office.
- **Reporter** writes and submits interesting and accurate reports about club meetings and club activities to the local newspaper and maintains the club scrapbook. Other responsibilities may include managing club website and assisting with end-of-year reports.
- **Recreation/Song Leader** promotes enthusiasm through games and songs at 4-H club meetings and other activities.

All club members can have a leadership role through the use of functioning committees. Remember serving on a committee is the best learning experience for new members.



## ***Now that you are secretary . . .***

Congratulations. Serving as 4-H secretary is certainly an honor, but it also includes many duties and responsibilities. You should become familiar with these so you can serve your club well and keep a good record of all the club's activities through the year.

Use this 4-H Secretary's Book to keep accurate minutes of meetings, a listing of club's officers, leaders and committees, records of attendance and participation of members, as well as write correspondence and complete monthly reports. This book is available on the Oklahoma 4-H website <http://www.clover.okstate.edu/fourh/> and can be down loaded for electronic record keeping. Space can be added as needed for committees, offices, membership and minutes.

## ***Duties of the Secretary***

- Sit with the president at the desk or table in front of the room.
- Keep an accurate record of proceedings from business and officer meetings. (Record any officers elected, committees appointed, and other business brought before the club.)
- Keep club attendance records and participation records.
- Read minutes of last meeting. Make corrections given by participants of the club.
- Assist the president in preparation of the agenda by providing a copy of the minutes.
- Read correspondence directed to the club. Write correspondence for the club as needed.
- Collect written reports from committees and include reports in minutes of the meeting. Record all motions and whether they pass or fail.
- Cooperate with the reporter in preparing articles for the newspapers and scrapbook.
- Call meeting to order in absence of president and vice president and have a temporary chair elected to preside.
- Assist in the preparation of the Monthly Program Planning Guide for each meeting. Submit the plans to the county Extension office at the beginning of the program year.
- Assist the president during the meeting by restating the motion as it is presented and recorded in the minutes.
- Advise the president on matters of business to be taken up. Help start and stop on time.
- Maintain a record of all officers, standing committees and special committees.
- Inform the president if it is necessary to be absent. The president will appoint a temporary secretary for the meeting.

## ***Writing Minutes***

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One specific responsibility of the 4-H secretary is to keep accurate minutes of each meeting. Keep good notes during the meeting using a copy of the agenda used by the President to conduct the meeting. Write the minutes within one week of the meeting, while information is still fresh in your mind. Include these items in your minutes:

1. Name of the club or group.
2. Kind of meeting—regular or special.
3. Date, hour and place of meeting.
4. The presiding officer.
5. Approval of previous minutes and report of the treasurer and other officers.
6. Motions made and action taken.
7. Names of members appearing on program and description of the program.
8. Description of educational program given by leader, member(s) or others.
9. Signature of secretary.

### **Example of good minutes:**

The Oak Ridge 4-H Club held its regular monthly meeting Tuesday, January 10, at 4:00 pm in the home of Mrs. H.M. Todd, Club leader. Jerry Bingham, president, presided at the meeting. Minutes of the previous meeting were read by the secretary and approved. The treasurer's report was accepted.

The social committee chair announced that a party had been planned for the club at the home of Mary Dozier for Saturday night, January 14. She urged each member to come and have fun.

Joe Gupton moved that the club contribute \$100 from the club fund raiser to the County 4-H Foundation. The motion carried.

A program on "Mind Your Manners", including tips for eating out, attending a movie and making introductions was presented by Jimmy Little, Sarah Randle, Bob Brooks and Jeannette Martin.

Mary Smith, the vice-president, announced plans for the next meeting and announced: Jim Smith, has guest speaker Chief McKenzie scheduled to do a program on fire safety next month, Sarah Waters will be providing refreshments, and Mary Matthews and Paul Jones will be presenting speeches.

The group enjoyed several games led by James Elliot and delicious refreshments served by Jeff Brown. The meeting was adjourned.

Respectfully Submitted: Tom Smith, Secretary

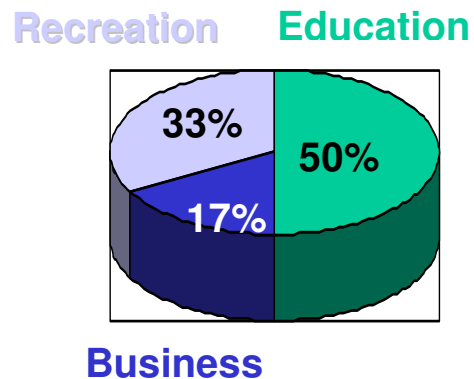
### **Parts of a Monthly 4-H Club Meeting**

1. Opening Ceremony – 4-H Ritual and Pledge
2. Monthly Business Meeting
3. Educational Program
4. Speeches/Demonstrations Done by Members
5. Recreation
6. Refreshments (optional)

Use the *Monthly Program Planning Guide* to help plan for each part of the monthly meeting.

### **Monthly Meeting for a 4-H Club**

A monthly 4-H club meeting will have three parts: Business, Education and Recreation



### **Agenda for Monthly Business Meeting**

- I. Call to Order
- II. Opening with Pledges and Ritual
- III. Roll Call/Sign In
- IV. Introduction of Guests
- V. Minutes and Correspondence
- VI. Treasurer's Report
- VII. Reports of officers or club leader
- VIII. Reports of Committees
  - A. Standing committees
  - B. Special committees
- IX. Unfinished Business
- X. New Business  
*(Rule of thumb - Unfinished and New Business are items requiring formal discussion and a vote. It is **not** a time for announcements or committee work.)*
- XI. Announcements
- XII. Adjournment for Program or Education

### **Program or Education**

Talks and Demonstrations by Members  
Judging Activity or Lesson on a 4-H Project(s)/Activity(s)  
Opportunities to Learn by Doing  
Guest Speakers, videos, etc.  
Special Tours or Group Activities

### **Recreation and Refreshments**

Games, Skits, Plays, Parties, Songs, etc.

Snacks or Meal

*(Consider an activity or game for members arriving early. Busy hands are constructive hands.)*

Please photocopy as needed

## Monthly 4-H Meeting Planning Guide

**Club Name:** \_\_\_\_\_ **Month:** \_\_\_\_\_

**Meeting Date and Time:** \_\_\_\_\_ **Meeting Place:** \_\_\_\_\_

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

**Refreshments** – Family(s) Responsible: \_\_\_\_\_

**Educational Program or Activity:** \_\_\_\_\_

Program Objectives (what members will learn):

\*

\*

\*

Teaching Method (video, lecture, field trip, hands-on, props, etc.): \_\_\_\_\_

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

Person Responsible for Program Contact: \_\_\_\_\_

**County Event Preparation/Lesson:** \_\_\_\_\_

(Could include preparation for an Activity/Event at the local, county, district or state levels.)

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

**Club Community Service Project:** \_\_\_\_\_

Committee Coordinator: \_\_\_\_\_

**4-H Presentation(s)** by 4-H members (talk, demonstration, display, etc.)

\*

\*

\*

**Scrapbook Page(s)/Monthly Report/Activity Report**

Person(s) responsible for completing: \_\_\_\_\_

**Other Activities** (fun activities, etc.): \_\_\_\_\_

Person(s) responsible for coordinating \_\_\_\_\_

**Respectfully Submitted:** (Signatures of Planning Team)

\_\_\_\_\_  
\_\_\_\_\_

# Leadership Team

4-H Club \_\_\_\_\_

County \_\_\_\_\_

## Elected Officers

Office	Name	Address	Phone Number/Email
President			
Vice-President			
Secretary			
Treasurer			
Reporter			
Recreation Leader(s)			
Song Leader			
Other Offices/Officers			

## Organizational leaders

Name	Address	Phone Number/Email

## Project leaders (Health, Safety, Public Speaking, Foods, Technology, Camping, etc.)

Name	Address	Phone Number/Email	Project Area

**Activity leaders** (Communication Event, Share-the-Fun, Fabric and Fashion, Healthy Living Fair)

Name	Address	Phone Number	Activity

**Teen leaders**

Name	Address	Phone Number/Email	Project or Committee Leadership Role(s)



## Committees

Committee Name	Chairperson
Assignment	Phone/Email
Committee Members	
Committee Name	Chairperson
Assignment	Phone/Email
Committee Members	
Committee Name	Chairperson
Assignment	Phone/Email
Members	
Committee Name	Chairperson
Assignment	Phone/Email
Committee Members	
Committee Name	Chairperson
Assignment	Phone/Email
Committee Members	
Committee Name	Chairperson
Assignment	Phone/Email
Committee Members	

## Summary of Club Participation

### Club Goals

Goals for the 4-H Club should be set by the members at the beginning of the year. Example: to have 5 new project leaders, to get 10 new members, to have a 4-H parent night, etc.

Goals for the local club

Accomplished

1.	
2.	
3.	
4.	
5.	

### Participation in local activities

Example: parties, picnics, tours, displays, parent programs, parades, community service projects, school assemblies, National 4-H week programs, etc.

Activity	Date	How club participated	No. of club members participating
1.			
2.			
3.			
4.			
5.			
6.			
7.			

### Participation in county activities

Example: dress revue or appropriate dress, share-the-fun, speech demonstration program, achievement banquet, county fair, judging contests, county recreation, camp, county leader meetings, etc.

Activity	Date	How club participated	No. of club members participating
1.			
2.			
3.			
4.			
5.			
6.			
7.			

### Club Membership Roll

Last Name, First Name	Full Address Phone Number/Email	Date of Birth			Office or committee(s)
		mo.	day	year	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					

Last Name, First Name	Full Address Phone Number/Email	Date of Birth			Office or committee(s)
		mo.	day	year	
23.					
24.					
25.					
26.					
27.					
28.					
29.					
30.					
31.					
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35.					
36.					
37.					
38.					
39.					
40.					
41.					
42.					
43.					
44.					
45.					

Last Name, First Name	Full Address Phone Number/Email	Date of Birth			Office or committee(s)
		mo.	day	year	
46.					
47.					
48.					
49.					
50.					
51.					
52.					
53.					
54.					
55.					

**Add additional lines for names as needed.**

## Attendance and Project Enrollment

Member's roll number (matches with pages 9-11) last name and first initial. <b>Example:</b> 1. Adams, P	<b>ATTENDANCE MONTHLY MEETINGS</b> (check members at the club meeting)												<b>4-H Project Enrollment</b> List no more than 5 projects that the member has enrolled in on their enrollment card. <b>Example:</b> Health, Food Science, Entomology, Technology, Citizenship
	September	October	November	December	January	February	March	April	May	June	July	August	
1.													
2.													
3.													
4.													
5.													
6.													
7.													
8.													
9.													
10.													
11.													
12.													
13.													
14.													
15.													
16.													
17.													
18.													
19.													

Member's roll number (matches with pages 9-11) last name and first initial. <b>Example:</b> 1. Adams, P	<b>ATTENDENCE</b> <b>MONTHLY MEETINGS</b> (check members at the club meeting)												<b>4-H Project Enrollment</b> List no more than 5 projects that the member has enrolled in on their enrollment card. <b>Example:</b> Health, Food Science, Entomology, Technology, Citizenship
	September	October	November	December	January	February	March	April	May	June	July	August	
20.													
21.													
22.													
23.													
24.													
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36.													
37.													
38.													
39.													

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	September	October	November	December	January	February	March	April	May	June	July	August	
40.													
41.													
42.													
43.													
44.													
45.													
46.													
47.													
48.													
49.													
50.													
51.													
52.													
53.													
54.													
55.													

**Add additional lines for names as needed.**



# Minutes

Minutes can be typed or hand written. Add additional space as needed.

**Date** \_\_\_\_\_ **Place** \_\_\_\_\_ **Time** \_\_\_\_\_

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Respectfully Submitted \_\_\_\_\_ Secretary's Signature

Date Minutes Approved \_\_\_\_\_

**Date** \_\_\_\_\_ **Place** \_\_\_\_\_ **Time** \_\_\_\_\_

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Date Minutes Approved \_\_\_\_\_

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Date Minutes Approved \_\_\_\_\_

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Respectfully Submitted \_\_\_\_\_ Secretary's Signature

Date Minutes Approved \_\_\_\_\_

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Respectfully Submitted \_\_\_\_\_ Secretary's Signature

Date Minutes Approved \_\_\_\_\_

Please photocopy as needed

\_\_\_\_\_ Club name

## Monthly Treasurer's Report

1. State the beginning balance:

Date: \_\_\_\_\_ Balance: \_\_\_\_\_

2. Indicate money received:

amount \$ \_\_\_\_\_ for what purpose \_\_\_\_\_

amount \$ \_\_\_\_\_ for what purpose \_\_\_\_\_

amount \$ \_\_\_\_\_ for what purpose \_\_\_\_\_

Total received: \$ \_\_\_\_\_

3. State the expenses:

\$ \_\_\_\_\_ to \_\_\_\_\_

for what purpose \_\_\_\_\_

\$ \_\_\_\_\_ to \_\_\_\_\_

for what purpose \_\_\_\_\_

\$ \_\_\_\_\_ to \_\_\_\_\_

for what purpose \_\_\_\_\_

Total expenses: \$ \_\_\_\_\_

4. Indicate closing balance:

Date: \_\_\_\_\_ Closing balance: \$ \_\_\_\_\_

If the club has a checking account, do the following:

Add back checks that haven't shown up on the bank statement **plus** \_\_\_\_\_

Subtract deposits not showing up on bank statements **minus** \_\_\_\_\_

Adjusted balance should agree with bank statement **equals** \_\_\_\_\_

Include clear copy of bank statement that agrees with the total adjusted  
Balance, directly above.

Prepared by: \_\_\_\_\_ Accepted by: \_\_\_\_\_

Club treasurer's signature

Club president's signature

Date: \_\_\_\_\_ Date: \_\_\_\_\_

## The 4-H Club Ritual

Nothing more nearly represents the purpose and character of 4-H Club work than the ritual. When correctly given it is beautiful and impressive. Every member should commit it to memory. The entire club in unison at each club meeting should give the ritual. It is as follows:

- Vice President:* "Stand Please."  
*Members:* [All members rise and stand erect.]  
*Vice President:* "What is our **4-H Club motto?**"  
*Members:* (In unison): "To make the best better."  
*Vice President:* "We will repeat **the 4-H Club pledge.**"  
*Members:* "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."  
[In repeating the pledge, raise the right hand to side of head when speaking line No. 1, lower right hand over heart when speaking line No.2; extend hands, palms upward, when speaking line No.3; and stand at attention when speaking line No. 4.]
- Vice President:* "We will now give the **Pledge to the Flag.**"  
*Members:* "I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all." [At attention facing the flag repeat together the pledge of allegiance. The right hand should be placed over the heart while giving the pledge of allegiance. Congress, made this change December 15, 1942, Section 7, Public Law 623.]
- Vice President:* "We will now review the meaning of the club emblem. What is the national **4-H club emblem?**"  
*Members:* "The National 4-H Club emblem is the four leaf clover with the letter "H" on each leaflet running parallel with the mid-rib of the leaflet."  
*Vice President:* "What do the four H's on the club emblem represent?"  
*Members:* "They represent the equal training of the head, heart, hands and health of every member."  
*Vice President:* "For what is the head trained?"  
*Members:* "To think, to plan, to reason."  
*Vice President:* "For what is the heart trained?"  
*Members:* "To be kind, to be true, to be sympathetic."  
*Vice President:* "For what are the hands trained?"  
*Members:* "To be useful, to be helpful, to be skillful."  
*Vice President:* "For what is the health trained?"  
*Members:* "To resist disease, to enjoy life, to make for efficiency."  
*Vice President:* "In the All-Star Emblem, what does the Fifth H represent?"  
*Members:* "The Home."  
*Vice President:* "In what way can we be of help in our home life?"  
*Members:* "By striving to train for a home life that represents true character, comfort and contentment."  
*Vice President:* "Be seated, please."