Secretary's Record Book

for

Oklahoma Home and Community Education

Year _____

Name of Group _____

County _____ Oklahoma

Secretary's Record Book

for

_____

Oklahoma Home and Community Education Group

To The Secretary:

The Secretary's Record Book has been prepared for _____ to assist them in keeping proper records of work undertaken and completed. The record book is to be kept by the secretary during the year and returned to the county extension educator's office at the end of the group year to be used in evaluating the OHCE Program.

Organization

President _____

Post Office _____

Vice President for Program _____

Post Office _____

Leadership Development Chair _____

Post Office _____

Secretary _____

Post Office _____

Treasurer _____

Post Office _____

Reporter _____

Post Office _____

Extension Educator _____

Post Office _____

Regular Meeting Date _____

OKLAHOMA HOME AND COMMUNITY EDUCATION GROUPS

The Oklahoma Home and Community Education (OHCE) group is organized and maintained for the purpose of continuing adult education in home economics and related subjects for every family in the community as well as to its own membership. Each year the group should have a definitely planned activity of service. When the OHCE group is first organized the names and addresses of the officers and members should be furnished to the extension educator. Thereafter the names and addresses of the officers and members should be furnished to the county extension educator following the election of officers each year.

Meetings should be held regularly, the work systematically planned, and the attendance prompt and regular.

In order that the Oklahoma Home and Community Education group members may receive the greatest benefit from the organization, the OHCE group should:

(a) Have a planned program based upon the total county extension program.

(b) Have a regular meeting date and hour and a definite time for the educational program.

(c) Carry out a definitely planned community activity or group project.

COMMITTEES

Organizational Committees

Budget

_____

_____

_____

Constitution

_____

_____

_____

Nominating

_____

_____

_____

Membership

_____

_____

_____

COMMITTEES

Educational Committees

Cultural Enrichment

_____

_____

_____

Family

_____

_____

_____

Healthy Living

_____

_____

_____

Resource Management

_____

_____

_____

Other Committees

_____

_____

_____

ROLL CALL

Name	Address	Phone Number

NOTE--List the names of group members in alphabetical order.

Projects*

January	February	March	April	May	June	July	August	September	October	November	December			

*Write in projects carried by group. Check (x) under project participated in.

ROLL CALL

Name	Address	Phone Number

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Achievement Goals for

Oklahoma Home and Community Education Groups

The measure of influence that the group has in arousing and maintaining an interest among the people of the community in better homes, better living, and better urban and rural life depends upon the proper leadership and efficiency of the group officers, the attitude and spirit of service of each group member, and the group as a whole. OHCE groups should be organized and maintained not to serve the members alone, but through the members to serve the entire community. The group should follow regular plans in reaching the entire community with its activities at different times during the year.

I. ACTIVITIES
   A. Reports
      1. The Secretary's Record Book completed and in the extension educator's office at the end of the county's program.
   B. Report on at least one community activity.
   C. Two delegates attend each county meeting and report back to the group.
   D. Group represented at an achievement program.
   E. Each member reports number of nonmembers helped.

II. LEADERSHIP DEVELOPMENT
   A. Cooperate with 4-H Club program in the community.
   B. At least one delegate attend the annual meeting of the Oklahoma Home and Community Education and report back to the group.
   C. Each member help someone outside the group membership.
   D. Group members train for and develop leadership ability in group and community.
   E. Each member report numbers of nonmembers helped.
   F. Educational programs given by leaders at meetings.
   G. Report group activities in local newspapers each month.

How To Keep Minutes

Minutes are a record of all business transacted, including plans presented, activities undertaken and findings reported at a regular or special meeting of the group. Minutes of a meeting should be written by the secretary as the order of business proceeds. They should be kept in a neat and accurate manner and should be plainly written in ink.

Essentials of Properly Prepared Minutes

1. The name of the organization.
2. Kind of meeting - regular or special.
3. Place of meeting.
4. Date and hour called to order.
5. The record of the presence of the president and secretary, or, in their absence, the name of their substitutes.
6. Attendance (include number of members and visitors).
7. Action on minutes (whether the minutes of the previous meeting were approved, or corrected and the approved).
8. Treasurer's report.
9. Reports read and approved (include all committee and/or chairman reports).
10. State the motions whether carried or lost and all other motions that were not lost or withdrawn. The name of the person introducing the motion should be recorded. It is not necessary to record the name of the person seconding the motion.
11. Brief summary of program (include subject of program, methods used and name of leader who presented the program).
12. Adjournment (adjourn to the next regular meeting, giving the date, time, and place).

Minutes should be a statement of facts and should not include the opinion of the secretary. Recommendations when approved become part of the minutes. Resolutions should be copied verbatim in the minutes if adopted.

Minutes should be kept by the secretary of any committee handling important business and a copy given to the secretary of the group as a matter of record. The proceedings of a committee should not be entered in the minutes but the report of the committee should be entered.

Minutes should always *be signed by the secretary* or her substitute. When a substitute serves as secretary, the president should also sign the minutes.

Summary of Year's Work

The following summary should be very carefully made out after the last meeting of the year.

Date group was first organized _____

Number of meetings held during year _____

Number of educational programs given by
group members at local group meetings _____

Number of members attending:

Annual meeting of OHCE _____

District meeting of OHCE _____

County Home and Community Education meetings _____

Extending The Oklahoma Home and Community Education Program

Has a goal been established for increase in membership? _____

Number of new members added _____

Has your group encouraged or assisted with the organization of a new group? _____

Number of members reporting helping non-members _____

How _____

Home visits _____

Number of news articles or stories written by reporter and submitted _____

Did group participate in Oklahoma Home and Community Education Week? Yes _____ No _____

Name events _____

_____

Summary of Year's Work

(Tell of programs and activities in Cultural Enrichment, Family, Healthy Living, Membership, and Resource Management committees. How were programs carried out and results secured?)

(Signed) _____ Secretary

(Signed) _____ President