

Secretary's Record

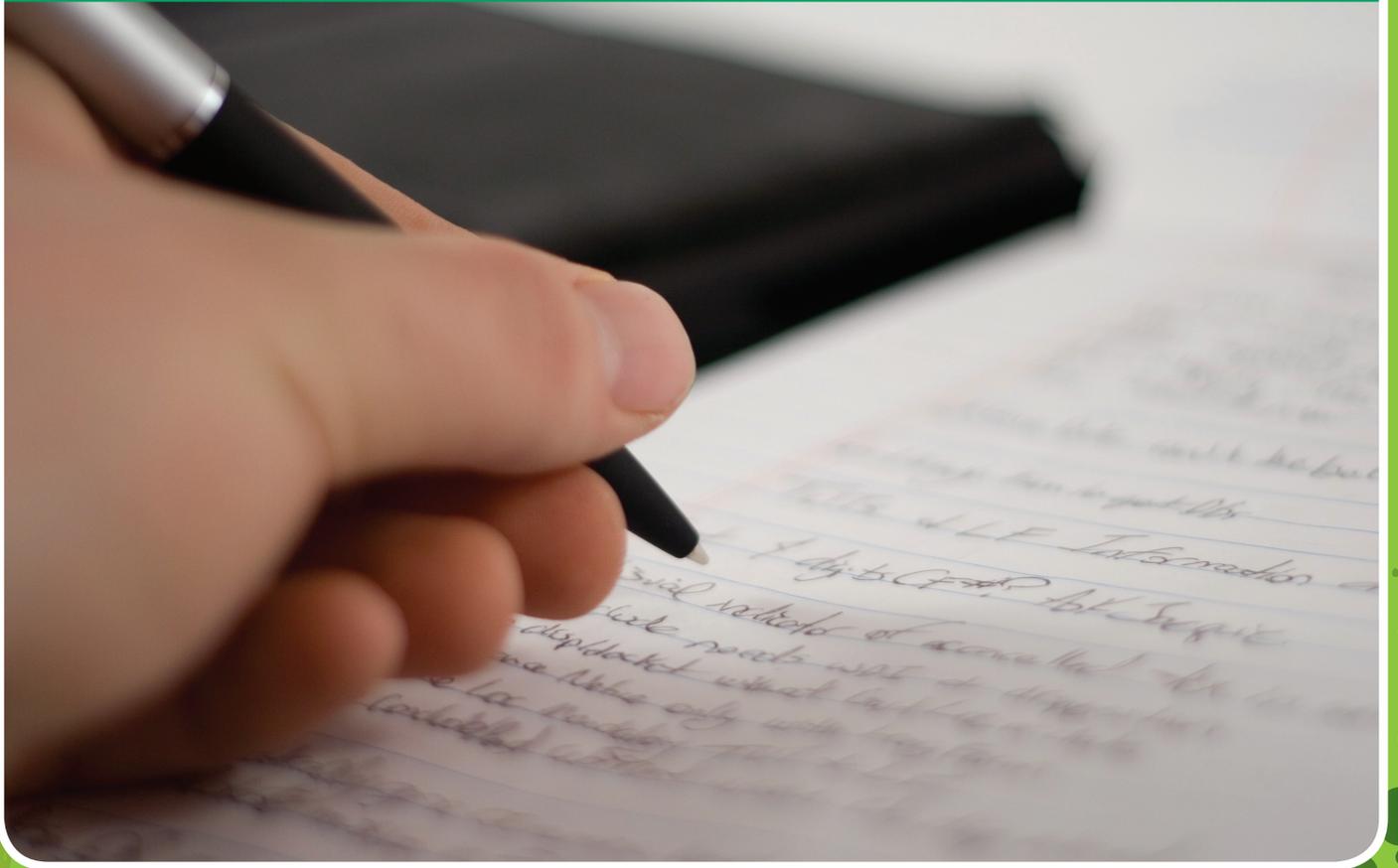
Empowering youth to reach their full potential, working and learning in partnership with caring adults

Club/Group

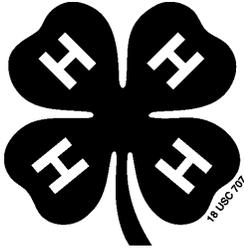


Date

to



IOWA STATE UNIVERSITY
Extension and Outreach



Suggestions for Keeping a Secretary's Record

As secretary, you have the responsibility to keep the official record of all business transacted by your group. This book is designed to help you keep an accurate record of business transacted by your local 4-H group.

Make notes on other paper during the meeting and transfer them to this book immediately following the meeting.

You should include the following in the minutes:

- Kind of meeting (regular or special)
- Name of group
- Date and place of meeting
- Who presided
- Time meeting started and adjourned
- Number of members and guests present
- Approval of minutes of previous meeting
- Treasurer's report
- Report of other officers or committees Complete motions, with the name of the person making the motion (name of the person second-ing the motion is not needed)
- Important points discussed, if they are of value for future reference
- Outline of educational program
- Secretary's signature

4-H Secretary's Record

Name of Group _____

County _____

Date group was organized _____

4-H Officers

President _____

Vice President _____

Secretary _____

Treasurer _____

Reporter _____

Historian _____

Recreation Leader _____

4-H Leaders

4-H members		Attendance record*					
Name	Address						
1							
2							
3							
4							
5							
6							
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25							
26							

*Mark an X after name when present and an A when absent.

