



# 4-H Secretary's Book

Name of club \_\_\_\_\_

Club secretary \_\_\_\_\_ County \_\_\_\_\_

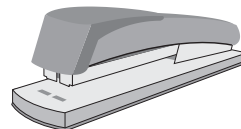
School or community \_\_\_\_\_ 4-H year \_\_\_\_\_

Project(s) \_\_\_\_\_

## The 4-H Club Secretary:

- Records calendar of activities and meetings planned on page 3
- Prepares minutes of 4-H meetings on lined notebook paper (see outline and examples on page 6)
- Lists all members on page 4; calls roll and records attendance
- Reads minutes of previous meeting
- Reads letters received by the club
- Writes letters for the club
- Reminds all members of club meetings and their parts in the program

Some of these jobs may be assigned to other members.



## 4-H Club Leadership Team

Name	Telephone Number
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### Officers

President	
First Vice-President	
Second Vice-President	
Secretary	
Treasurer	
Reporter	
Parliamentarian	
Other	

### Leaders

Key/Main Leader	
Project Leaders (List project and name)	

Activity Leaders (List activity and name)	

Teen Leaders	

Junior Leaders	



### Calendar of Activities and Meetings Planned

Date, time, place	Program or kind of event	Responsibilities and notes
April 2	(Example) Planting garden seeds	
2:00 p.m.	Demonstrate planting cabbage seed	Charles and Bill
Smith's	Refreshments	Cookies—Sally, punch—Dan



## 4-H Club Membership and Attendance Record

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Name	Phone No.	Dates of Meetings*						

\*Date = 4/12 for April 12 P—Present; E—Excused; A—Absent without excuse



# Membership Participation Record

Served on a committee*	Led pledge*	Gave demo or talk*	Gave report*	Did community service*	Participated in judging*	Brought parents to meeting*	Other*																	Comments		

\*Use those activities that apply to your club—add others.



## Sample Minutes

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### Outline for minutes

Name of club; called to order by \_\_\_\_\_, (office held); at (time, date, and place); \_\_\_\_\_ members and \_\_\_\_\_ visitors were present. The visitors were \_\_\_\_\_, \_\_\_\_\_.

Business conducted; project work done; activities—demonstrations, judging, talks, recreation.

Plans for next meeting.

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### Sample minutes for a livestock club

The Oregon Trail Livestock Club met at Sharon Shannon's home Saturday afternoon, July 17. First we hiked to Shannon's pasture where we saw Sharon's and her father's Shropshire sheep. Sharon told us about each of her ewes and their lambs. She has three ewes and five lambs. Harold Shannon told us about the pasture and showed us how to identify ryegrass, orchardgrass, and tall fescue. He also told us about liver flukes, their life cycle and control.

We had our meeting in the shade of a big maple tree by the creek. George presided. For roll call topic, we had to name a kind of grass or weed. Fourteen members and one visitor, Harold Shannon, were present.

Bill Jones told us about a county livestock tour that we could attend and take sleeping bags and sleep outside. It will cost \$4.00 each for food and transportation. We will see a big dairy, a hog farm with a new kind of hog house, and go swimming. We must call him tonight after we get home if we can attend.

Lyle and Susan demonstrated how to make a sheep halter. Bill, our junior leader, told us how to figure pasture cost in our records and to bring our record books to the next meeting.

Back at the house, Sharon and her mother served punch and cookies.

The next meeting will be at Smith's on July 31 at 7:00 p.m.



### Sample minutes for a clothing club

Our first meeting of the new club year was held at Mary Martin's home at 7:00 p.m., October 8. All eight old members and two new members were present.

Susie Smith and Debby Duncan led the pledges.

Carol Jones, our leader, told us about the next phase of the clothing project. We will all take Phase 3 except Laura and Joan, who will take Phase 2 first, then Phase 3 so they can be up with us next year.

We elected officers. We hid our eyes on our arms and lifted our hands when we wanted to vote. Carol Jones counted the votes for president, then Cheri counted the rest.

Our new officers are: Cheri Wallace—president, Debby Duncan—vice-president, Mary Martin—secretary, Susie Smith—song leader, and Carla Cummings—game leader.

We filled out our enrollment forms. Mary made out an order for 4-H materials. Carol Jones will send them to the local Extension office so we can have our new manuals and record sheets for our next meeting.

We decided to meet at 7:00 p.m. on the first and third Thursday of each month. The next meeting will be at Carla's.

Mary served cookies and punch, then we sang 4-H songs. Meeting adjourned.



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Revised July 1991. Reprinted January 2007.