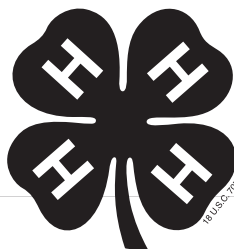


PA803

# Secretary's RECORD BOOK

**North Dakota 4-H Program**



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Name of Club or Group

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Club or Group Type (General, 4-H Shooting Sports, Horse Club, etc.)

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County

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Year

**NDSU** EXTENSION  
SERVICE

Reviewed and reprinted 2014

## Responsibilities of the Secretary

1. Sit near the president during the meeting.
2. Keep and bring to each meeting all official documents and papers of the group, including secretary's minutes, lists of committees and reports, copies of the plan of work, and a copy of the constitution and bylaws.
3. Call roll when appropriate and keep an attendance record of all meetings and events.
4. If the president and vice president are not at the meeting at the scheduled starting time, call the meeting to order and preside until a temporary chairperson is elected.
5. Keep a careful record of the proceedings of every meeting – regular, informal or special.
6. Read correspondence to the club or group at the meeting.
7. Read the minutes to the group at the assigned time at each meeting. Make all necessary corrections and additions.
8. Remind members of when and where all meetings, special events, etc., will be held. Reminders may be in person, by phone, email or postcard.
9. Complete all official correspondence for the group, including requests for information, invitations and thank-you letters.
10. Assist in counting votes.
11. Serve on the executive committee.
12. Record the program plan for the year in the Secretary's Book and keep it up to date.
13. Send a secretary's report to the county Extension office after each meeting (if requested by the county).

## Suggestions for Keeping Records

The responsibilities of the secretary are very important to the club or group. Official minutes of the meetings become a permanent record of the club or group activities and actions.

1. Minutes need to include essential facts and record what was done in brief form. They contain at least the following:
  - (a) whether meeting was "regular" or "special"
  - (b) name of club or group
  - (c) date and place of meeting
  - (d) whether regular president and secretary were present, and if not, the names of their substitutes
  - (e) whether the minutes of the previous meeting were approved
  - (f) a record of all business transacted
  - (g) statement of program presented

Record the exact wording of motions whether they are carried or lost. Record the names of people making and seconding motions.

Stop the meeting if necessary to get the exact wording of the motion.

Record the names of members appointed to committee work and the name of the chairperson.

2. In many organizations, the secretary keeps his or her original pencil notes in a separate book he or she carries to every meeting. After the minutes are read and approved, they are carefully copied into the permanent record book and signed by the secretary.

Minutes need to be copied into the permanent record immediately after they have been approved, even though they are open for further corrections in the future. If a margin is left, corrections can be recorded there. Clubs or groups do not usually change minutes that have been entered correctly.

3. Minutes need to be well-written and easily understandable even to people who were not at the meeting.
4. Opinions of the secretary are not included in the minutes.
5. Record all that is done – not all that is said.
6. The pages marked "Program of Work" and "Responsibility of Each Individual" are for a record of the plans for the year that need to be worked out by the group or executive committee early in the year.
7. Turn in a completed Secretary's Book at the end of the year to your leader.

# Secretary's Record Book

FOR

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Name of Club or Group

Year

## Officers

	Name	Address
Leader	_____	_____
Leader	_____	_____
President	_____	_____
Vice President	_____	_____
Secretary	_____	_____
Treasurer	_____	_____
Other officers	_____	_____
	_____	_____
	_____	_____

## Suggested Order for Meetings

### A. Business Part of Meeting

1. Call to order
2. Singing and 4-H pledge
3. Roll call
4. Reading minutes of last meeting
5. Report of committees
6. Unfinished business
7. New business
8. Announcement of program for next meeting
9. Adjournment of business meeting

### B. Project and Club or Group Activity Part of Meeting

1. Demonstrations, talks, discussions, work on projects, etc.

### C. Entertainment and Social Activities

1. Games, musical numbers, singing, etc.





# Club Program for the Year

Date of Meeting \_\_\_\_/\_\_\_\_/\_\_\_\_ Place \_\_\_\_\_ Roll Call Topic \_\_\_\_\_

Project Preparation \_\_\_\_\_

Project/Activity/Lesson \_\_\_\_\_

Talk/Demonstration \_\_\_\_\_

Recreation Plans \_\_\_\_\_ News Reports  
to be Written \_\_\_\_\_

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Date of Meeting \_\_\_\_/\_\_\_\_/\_\_\_\_ Place \_\_\_\_\_ Roll Call Topic \_\_\_\_\_

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# Suggestions for Recording Minutes of Meetings

In writing the minutes of a meeting, include information covering as many of these questions as apply:

## 1. On what date and what time was the meeting?

## 2. Where was it held?

## 3. Business:

- (a) *Who called the meeting to order?*
- (b) *Was the 4-H pledge repeated?*
- (c) *If a special roll call topic was used, what was it?*
- (d) *What officers and leaders were present?*  
*How many members?*
- (e) *What corrections, if any, were made in the minutes of the last meeting?*  
*Or were the minutes approved as read?*
- (f) *What committees reported?*  
*What did they report?*
- (g) *What other business was discussed?*
- (h) *What motions were made and who made them?*
- (i) *What decisions were made?*
- (j) *If any committees were appointed, what committees and who was appointed?*
- (k) *Who made the motion for adjournment of the business meeting?*

## 4. Project and Club or Group Activities

- (a) *What demonstrations were given?*  
*Who demonstrated?*
- (b) *What talks were given?*  
*Who gave them?*
- (c) *What work or activities were discussed by leaders, Extension staff or guest speakers?*
- (d) *If the meeting included a work period, what was done?*
- (e) *What else was done during this part of the meeting?*

## 5. Entertainment and Social Activities

- (a) *What songs were sung?*
- (b) *What musical numbers were given?*  
*Who gave them?*
- (c) *What other entertainment numbers were given?*  
*Who gave them?*
- (d) *Was lunch served?*  
*Who was host or hostess?*
- (e) *What games were played?*
- (f) *List any other social or recreational activities.*

# Minutes of Meeting

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Place of Meeting

**Business Meeting:**

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**Project Work and Club or Group Activities:**

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**Entertainment and Social Activities:**

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## 4-H Creed

I believe in 4-H work for the opportunity it will give me to become a useful citizen.

I believe in the training of my HEAD for the power it will give me to think, to plan, and to reason.

I believe in the training of my HEART for the nobleness it will give me to become kind, sympathetic, and true.

I believe in the training of my HANDS for the dignity it will give me to be helpful, useful, and skillful.

I believe in the training of my HEALTH for the strength it will give me to enjoy life, to resist disease, and to work efficiently.

I believe in my country, my State, my Community, and in my responsibility for their development.

In all these things I believe, and I am willing to dedicate my efforts to their fulfillment.

## 4-H Pledge

*Every member learns the 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.

## 4-H Motto

The 4-H motto is "Make the Best Better"

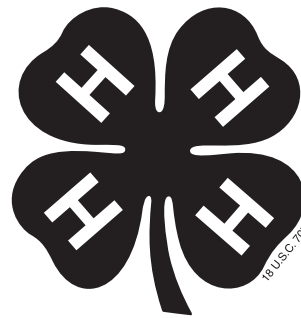
## 4-H Colors

The 4-H colors are green and white

## 4-H Emblem

The 4-H emblem is the four-leaf clover with an "H" on each leaf.

These H's stand for Head, Hand, Heart and Health, the training and proper care of which will be among the best assets any person can possess.



Visit North Dakota 4-H on-line at [www.ndsu.edu/4h](http://www.ndsu.edu/4h)

**For more information on this and other topics, see [www.ag.ndsu.edu](http://www.ag.ndsu.edu)**

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