



MARYLAND 4-H

OFFICER WORKBOOK for SECRETARIES



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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.

The 4-H Motto

To Make the Best Better!

Welcome 4-H Club Secretaries

Congratulations on being elected as your club's Secretary! You have been given an important job—to help keep the club organized and take accurate minutes. These officer positions require honesty, integrity, attention to detail, and cooperation with your fellow officers, club members, club leaders, and volunteers.

About this Handbook

This handbook provides important information and worksheets that will help you succeed in your new role as club Secretary. This handbook also includes many helpful report forms you will need to perform the duties of your office. The Secretary's Record Book, along with the Treasurer's book, is a part of the permanent record of your club.

Duties of the 4-H Club Secretary

- ✓ Roll of members: Enter the names and addresses of all club members. During the year, add the names of new members. Add additional pages as needed.
- ✓ Call the roll when requested to by the president. Record attendance by placing a check mark in the date column for each member who is present. Leave blanks for those absent.
- ✓ As soon as possible, obtain the necessary information from the previous secretary's workbook. Add additional pages as needed.
- ✓ Meeting Minutes: Keep minutes of all meetings. Meeting minutes are the detailed notes that serve as an official written record of a meeting. The secretary should stand when reading the minutes during the business meeting. Minutes should include:
 - a) Date, location and the type of meeting (monthly meeting, special meeting)
 - b) Business: Include all motions and action taken on each motion, summary of committee and other reports given and plans made, and list of members' names appointed to committees.
 - c) Program: Give the titles or subjects of talks, demonstrations, or other activities and the names of the persons who gave them.
 - d) Recreation: Describe the games, activities, refreshments, and include the names of those who coordinated them.
- ✓ Attach a report of the club's participation in field trips, service-learning projects, and any other activity in which the club participated.
- ✓ You may attach a sample of newspaper articles about the club and pictures showing club activities.
- ✓ Coordinate all club correspondence (communication through letters, cards, e-mail, etc.). Some clubs may elect a corresponding secretary for this job.

- ✓ With the help of other officers and leaders, complete the annual report in the back of this book.
- ✓ See that this record is filled out neatly, accurately, and completely. Submit this record on time to the 4-H office, if requested.

Creative Ways to Conduct Roll During Club Meeting Club Information

Having a creative roll call brings interest and fun to the meeting! Everyone has a part, and it sets the mood for a fun meeting. Below are some creative roll call topics and questions. When you call each name, you can invite each 4-H member to respond to the chosen topic or question.

- ✓ My favorite TV show
- ✓ My favorite vegetable
- ✓ My favorite hobby
- ✓ Something new I've always wanted to try
- ✓ Name a county/city in Maryland
- ✓ What I like best about State fair
- ✓ My favorite toy
- ✓ My favorite holiday
- ✓ When I grow up, I want to be...
- ✓ My favorite cartoon character
- ✓ My favorite month and why
- ✓ My middle name is
- ✓ My favorite sport to play
- ✓ I joined 4-H because
- ✓ A historical leader I admire
- ✓ One difference I want to make in the world
- ✓ A 4-H achievement I am proud of
- ✓ A fun fact I would like to share
- ✓ Demonstrate an exercise
- ✓ What I would do with \$100
- ✓ The most important thing I learned in 4-H
- ✓ A new idea our club could try

Can you come up with even more creative roll call topics?

Club Name: _____

CLUB OFFICERS

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

Other: _____

CLUB LEADERS

Club Organizational Leader(s): _____

Project Leader(s): _____



INFORMATION ABOUT MEMBERS

4-H'er Name	Month/Year Joined 4-H	Office Held	Demonstration: Topic/Date Given	Record Book Completed	Miscellaneous Information



INFORMATION ABOUT MEMBERS

4-H'er Name	Month/Year Joined 4-H	Office Held	Demonstration: Topic/Date Given	Record Book Completed	Miscellaneous Information

Meeting Minutes Example

The regular monthly meeting of the Sunny Valley 4-H Club was held March 3rd at the Southern Recreation Center. The meeting was called to order by John Williams, President. The meeting opened with the recital of the Pledge of Allegiance and the 4-H pledge. Roll call was answered by 18 members. The minutes of the previous meeting were read and approved.

Christine Brown, Treasurer, reported that the club had a balance of \$120.30 in the treasury. Lisa Smith, Membership Chair, reported that 4-H youth were ready to enroll with the club.

There was no unfinished business.

New business: Steve Davis moved that the club meet at 8:00 p.m. instead of 7:30 p.m. beginning in April. Motion seconded and carried.

Karen Shirley moved that the club consider beautifying and improving the community building and grounds. She recommended a committee of three be appointed to brainstorm plans. Motion seconded and carried.

Omar Rogers moved that the club have a winter party and that the President appoint a committee of four to make the arrangements. Motion seconded but lost during vote.

Nicole Morris, Program Chair, introduced the following activities:

Demonstration on the care of garden tools was given by _____ (name) _____.

_____ (name) _____ gave a talk on programming robotics.

_____ (name) _____ explained the proper procedure for amending a motion.

How to make drop cookies was the subject of a demonstration by _____ (name) _____.

Jim Stevens led the group in a relay game and quiz for our club recreation time.

The president announced the committee to recommend plans for beautifying the community building:

_____ (name) _____ – chair, _____ (name) _____, and _____ (name) _____.

The secretary read the tentative program for the next meeting.

Jim Stevens moved that the meeting adjourn at 8:43. Motion seconded and carried.

MINUTES OF MEETING

Date:	Time:	Place:	
Total Attendance:	Members:	Adults:	Visitors:

Meeting Minutes (Notes): _____

Submitted by _____



MINUTES OF MEETING

Date:	Time:	Place:	
Total Attendance:	Members:	Adults:	Visitors:

Meeting Minutes (Notes): _____

Submitted by _____

_____ **CLUB** _____ **ANNUAL REPORT**
Club Name Year

This form should be completed by the club officers with the help of the adult club leaders.

Membership:

1. Number of members enrolled last year: _____
2. Number of members enrolled this year: _____
3. How many of last year's members re-enrolled this year? _____
4. How many new members joined this year? _____
5. How many members know the 4-H pledge, motto and colors? _____

Organization:

1. What date was the club officer election held? _____
2. What date was the annual program calendar planned? _____

Club meetings:

1. How many regular monthly meetings were held? _____

Records completed:

1. How many members completed their record book/portfolio? _____
2. What percentage of the members completed their record books? _____

SUMMARY OF 4-H EVENTS

Indicate your club's participation in local and state wide education workshops, contests, etc.

Area of Interest	Number of Youth and Adults
<i>Example: Community gardening project</i>	<i>10 youth and 7 adults</i>

Area of Interest	Number of Youth and Adults
Achievement Program	
Parent/Family Program	
Tours/Trips	
Project Workshops	
Demonstrations	
Camp	
Recreational Event	
Fair/Shows	
Conferences	
Public Speaking	
Judging	
Contests/Bowls	
Community service	
Officer Training	
Other:	
Other:	

PUBLIC RELATIONS/PROMOTION

Describe what your club has done to share updates with the community and encourage new youth to join the club.

Public Relations/ Promotion	Description (number, location, etc.)
News Stories	
Window Displays	
Booth	
Parade Float	
T.V. Programs	
Radio Programs	
Community/School Talks	
Maryland Day	
National 4-H Week	
College of AGNR	
Open House	
Other:	
Other:	
Other:	
Other:	
Other:	

COMMUNITY ACTIVITY REPORT

Share an activity your club has done using hands for larger service for the *club, community, country and the world* (Examples: environment clean up, service-learning, community education workshop).

Activity: _____

Number of youth and adults taking part in the activity: _____

Describe the activity: _____

What was the most important outcome of this activity? _____

Adult leader(s) assisting: _____

Youth/Junior leader(s) assisting: _____

Committee members: _____

Attach a similar report for other activities your club completed

Secretary

President

Adult Club Leader

Acknowledgments:

Prepared by the Club Support Workgroup of the University of Maryland Extension 4-H Club Enhancement Committee. Members: Chris Anderson, Cassandra Corridon, Nia Imani Fields, Jeanne Williams, Dwayne Murphy, Alganesh Piechocinski, and Cynthia Warner. Reviewed by Elaine Bailey.

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Helping You Help Officers and Committees. University of Illinois Extension, April, 2001.

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Ohio 4-H President's Handbook. Ohio State University Extension, 2015.

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July, 2019

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