

Secretary Book Project

Due September 1st

Purpose: The purpose of the project is to encourage 4-H secretaries to learn how to properly take minutes and to enter those minutes into the record book after each meeting. A great resource when completing the Secretary project is the “Ohio 4-H Secretary Handbook” that can be requested from the Extension Office found online at <https://ohio4h.org/families/members/officer-resources>. Clubs are not required to use this book but it is full of useful information and examples.

Guidelines: The 4-H Secretary should use the following guidelines when completing their record book/binder. These are the minimum requirements set forth for the project but each category must be met for completion. Clubs that have a secretary who completes all of the requirement areas will be given a \$20 cash award.

Member Name: _____ Club: _____

Secretary Binder	Requirement Met	Comments
Club Roll Call for each meeting		
List of Club Advisors and contact information		
List of Club Committees and Club Officers		
Club Program		
Club Constitution- signed by club members and dated		
Club Minutes- Meeting Notes Worksheet (hand written minutes) and Official Meeting Notes (typed)		

Minutes should include:

- Place and date of the meeting.
- An accurate treasurer’s report that shows previous balance, money received since last meeting, payments made after the last meeting, and current balance.
- Reports of other officers and committees.
- Old Business/ New Business Reports
- Complete motions including:
 - o Name of the person making the motion.
 - o Exact wording of the motion.
 - o Who seconded the motion.
 - o Whether it passed or failed.
- Additional program and presenter’s name.
- Record of all members giving demonstrations and their topics.
- Acknowledgement of services to the club such as who provided recreation, refreshments, etc.