

# SECRETARY'S BOOK

## **Secretary's Book Includes:**

(These forms are available as Microsoft Word and pdf files at the 4-H website: <http://washburn.uwex.edu/4-h-youth-development/4-h-community-club-program/treasurer-and-secretary-book-pages/>)

- Attendance Record
- Calendar of Club Activities (this form should be completed at the beginning of your year as it is your club's program guide for the year)
- Minutes of Club Meetings
- Club Financial Record (club treasurer maintains this form)

## **The minutes include:**

- The name of club; place, date and time of meeting; number of people present
- The name of presiding officer; roll call; approval of Secretary's Minutes and Treasurer's Report and balance
- A summary of reports given at meetings
- The business transacted. Motions should be fully recorded, including name of person making and seconding motion and results of vote. Include Old Business, New Business, other things done and adjournment.
- Date, place, time and plans for the next meeting; signature and title of person recording the minutes.

IT IS IMPORTANT TO TURN IN YOUR **COMPLETE** SECRETARY'S BOOK AT THE END OF THE 4-H YEAR. A SECRETARY'S BOOK AWARD IS GIVEN AT ACHIEVEMENT NIGHT AND YOU NEED TO TURN IN A BOOK TO BE CONSIDERED FOR THE AWARD. YOUR CLUB WILL ALSO RECEIVE SUPER CLUB POINTS FOR EACH MONTH'S MINUTES THAT ARE INCLUDED IN THE SECRETARY'S BOOK.

## **Do Not include:**

- Club Pictures
- 4-H Club Evaluation Form
- Any other material that belongs in the club scrapbook

## **Tips for Good Books**

- All records are to be filled out by the 4-H members and not adults
- Use whiteout correction fluid instead of crossing out errors
- Books should look neat and clean
- Be consistent in using same color ink or pencil and writing or printing throughout
- Use the correct forms from the Extension Office
- Make sure the financial summary is complete and correct
- Disregard inside front cover instructions on Multi-purpose Record Cover