



Secretary

2023-2024

OFFICER TRAINING

K-STATE
Research and Extension



Refer to "The Secretary's Record Book" for more information on being the Secretary such as job responsibilities. You can find the Secretary officer book on the River Valley 4-H website or at your local Extension office. Virtual Officer Training is due to your local Extension office by **11:59 pm on Sunday, November 5, 2023.**

Name: _____ **4-H Club:** _____

Attendance Record

It is the secretary's responsibility to keep an accurate record of each member's attendance. Check what does NOT belong as part of roll call.

- All club member's names are nicely written on the roll call list.
- Pass the roll call sheet around to mark before the meeting starts.
- List the names in alphabetical order by last name. When new members join, add them to the bottom of the list.
- When the president asks you to take roll at the meeting, you should stay seated.
- Energize the club meeting by asking a creative roll call question.
- Roll call questions allow everyone to be a part of the meeting, it helps members learn to speak in front of a group, and helps get-to-know each other.

Meeting Minutes

Number 1 through 15 the order of the meeting minutes, with 1 being what is included first.

- The type of meeting.
- Secretary's signature.
- A statement that the minutes were approved as read or corrected.
- Treasurer's report.
- Who presided.
- Important points discussed.
- Type of program and presenter's name.
- Reports of other officers and committees.
- Acknowledgement of services such as refreshments provided by....
- Committee appointments and assignments of members.
- Time the meeting began.
- Number of members, leaders, parents and guests present.
- Complete motions, including name of person making motion, exact wording, that it was seconded, and if it passed or failed.
- Name of your club.
- Place and date of meeting.

