

# Secretary Book

Year: \_\_\_\_\_



Club Name: \_\_\_\_\_

Club Leader: \_\_\_\_\_

Secretary: \_\_\_\_\_



# SECRETARY'S ATTENDANCE RECORD

For Iowa 4-H Clubs and Learning Communities

*It is the secretary's responsibility to keep an accurate record of club member attendance. Mark "X" when a member is present and "A" when a member is absent. (participation example: "gave educational presentation")*

#	Name	Phone Number	Aug.	Sept.	Jan.	Feb.	Mar.	Apr.	May	June	July	Participation
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												

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IOWA STATE UNIVERSITY  
Extension and Outreach

4H 3332 October 2022



# SECRETARY'S RECORD

For Iowa 4-H Clubs and Learning Communities

Record keeping is important for your club so that members, officers, and leaders can stay up to date and informed. Use this form to keep an accurate record of you club's officers', leaders', and members' contact information.

## Club Officers

Name	Phone Number	Email
President		
Vice President		
Secretary		
Treasurer		
Reporter		
Historian		
Recreation Leader		
Photographer		

## Club Leaders

Name	Phone Number	Email

## Club Members

Name	Phone Number	Email

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### Club Members (cont.)

[illegible]

# Sample Secretary Minutes

*The regular meeting of the Stockmen 4-H Club was held at Chris Johnson's on September 21, 2022. The meeting was called to order by Kassie Jones at 1:00 p.m. Roll call was answered by 17 members and 2 leaders. Two visitors were present. Minutes of the previous meeting were read and approved. The treasurer's report was given. The balance on hand was \$300.15.*

*Shawna Petersen, Chair of the service committee, reported that the committee had met and decided on the service project for the next meeting. She presented the plan for the approval of the club.*

*José Martinez moved that the report be approved. Motion seconded and carried.*

*Jim Baker moved that the club volunteer to help with the community cleanup scheduled for the second week in October. Motion seconded and carried.*

*The president appointed Louise Moore, Sally Miller, and Jamal Jefferson as a committee to work with Ed Furman, our leader, to develop plans for our participation in community cleanup.*

*It was moved by Ann Wong that the meeting adjourn. Motion seconded and carried. The members said the 4-H Pledge, and the meeting adjourned at 1:45 p.m.*

*The program included two presentations:*

*"Cuts of Beef" by Louise Moore*

*"Educational Presentation Tips" by Jamal Jefferson*

*Recreation was led by Mandy O'Brien. Treats were served by Chris Johnson.*

*Secretary,*

*Ben Brown*



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## ***BUSINESS MEETING***

## ***EDUCATIONAL ACTIVITIES***

## ***RECREATIONAL ACTIVITIES***

Signed: \_\_\_\_\_

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