

# Secretary's Record

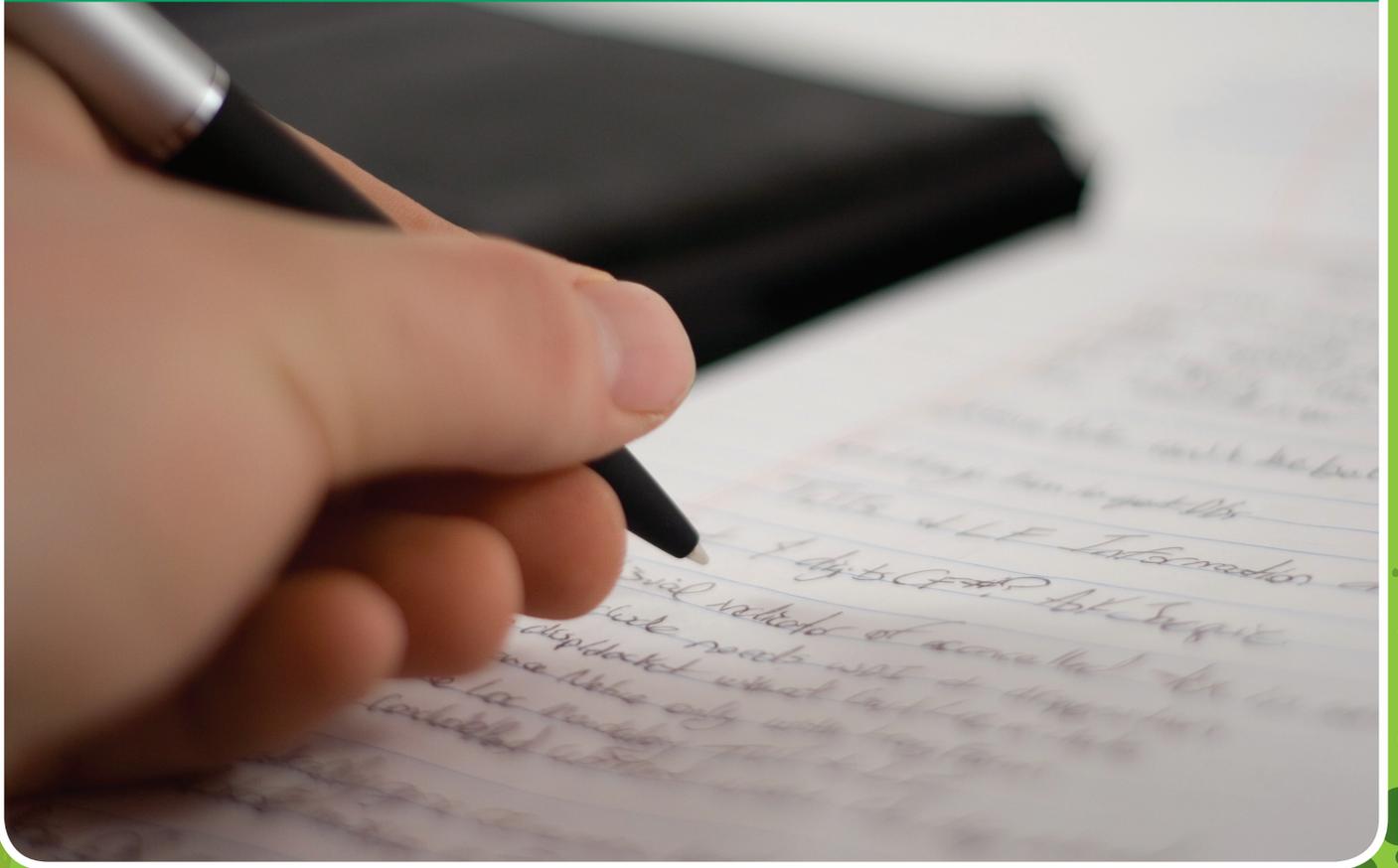
Empowering youth to reach their full potential, working and learning in partnership with caring adults

Club/Group



Date

to



IOWA STATE UNIVERSITY  
Extension and Outreach



# Suggestions for Keeping a Secretary's Record

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As secretary, you have the responsibility to keep the official record of all business transacted by your group. This book is designed to help you keep an accurate record of business transacted by your local 4-H group.

Make notes on other paper during the meeting and transfer them to this book immediately following the meeting.

You should include the following in the minutes:

- Kind of meeting (regular or special)
- Name of group
- Date and place of meeting
- Who presided
- Time meeting started and adjourned
- Number of members and guests present
- Approval of minutes of previous meeting
- Treasurer's report
- Report of other officers or committees
- Complete motions, with the name of the person making the motion (name of the person seconding the motion is not needed)
- Important points discussed, if they are of value for future reference
- Outline of educational program
- Secretary's signature

#### ... and justice for all

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4H 20 Revised May 2012

# 4-H Secretary's Record

Name of Group \_\_\_\_\_

County \_\_\_\_\_

Date group was organized \_\_\_\_\_

## 4-H Officers

President \_\_\_\_\_

Vice President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

Reporter \_\_\_\_\_

Historian \_\_\_\_\_

Recreation Leader \_\_\_\_\_

\_\_\_\_\_

## 4-H Leaders

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

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4-H members		Attendance record*					
Name	Address						
1							
2							
3							
4							
5							
6							
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26							

\*Mark an X after name when present and an A when absent.



