4- H Officer Training: Club Secretary

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Howard County 4-H Council Member
Offices in 4H

- President
- Vice President
- Treasurer
- Secretary
In this presentation we will learn...

- Before the meeting
- During the meeting
- After the meeting
- Meeting agenda
- Guidelines for good meeting
- Responsibilities of the Secretary
Before the Meeting...

• Let the president and leaders know if you’re going to be absent
• Prepare minutes of last club meeting
During the Meeting...

• Sit next to the president
• Work cooperatively with other officers
• Take roll call and keep track of attendance
• Read minutes from previous meetings and make corrections
During the Meeting...

• Take notes of the meeting’s events
• State unfinished business
• Write down any motions as stated
During the Meeting...

• Read and write letters for the club
• Cooperate with the reporter
• Record of all minutes in the Secretary’s book
4-H Business Meeting Agenda

• Call meeting to order
• Pledge of Allegiance
• Roll call
• Minutes of previous meeting
• Treasurer’s report
• Report of Officers and committees
• Unfinished business
• New business
• Announcements, leader’s reports
• Adjournment
• 4-H Pledge
Good Meeting Elements

Four key elements:

- A pre-meeting activity (15-20 minutes)
- The business meeting (15-20 minutes)
- An educational program (30 minutes)
- Recreational activities (20 minutes)

Each part is important to meet the needs of youth.
Responsibilities of the Secretary...

- Represent my group proudly ALL the time
- Attend as many 4-H meetings and activities as possible
- Be prompt and enthusiastic
The Meeting

Conduct meetings using Parliamentary Procedure

– [http://connect.extension.iastate.edu/parlypro/](http://connect.extension.iastate.edu/parlypro/)
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Now YOU are ready to serve as a GREAT 4-H Club Secretary!