

# 4- H Officer Training: Club Secretary



# 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



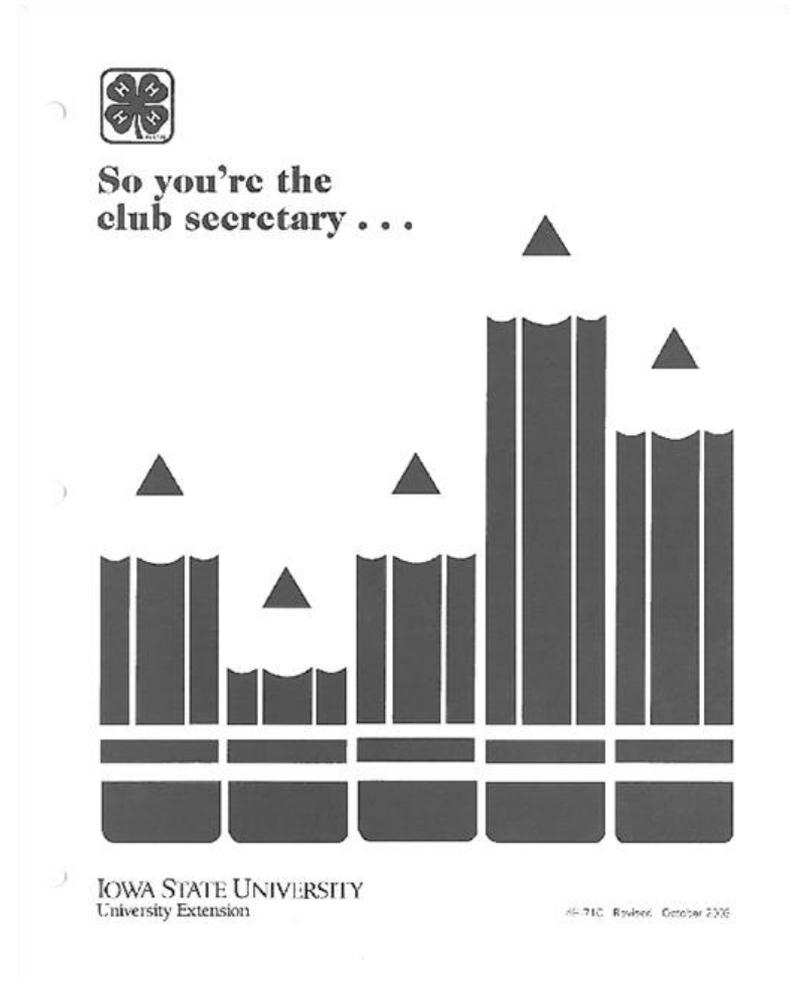
# During the Meeting...

- 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/>



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**Now YOU are ready  
to serve as a  
GREAT 4-H Club Secretary!**

