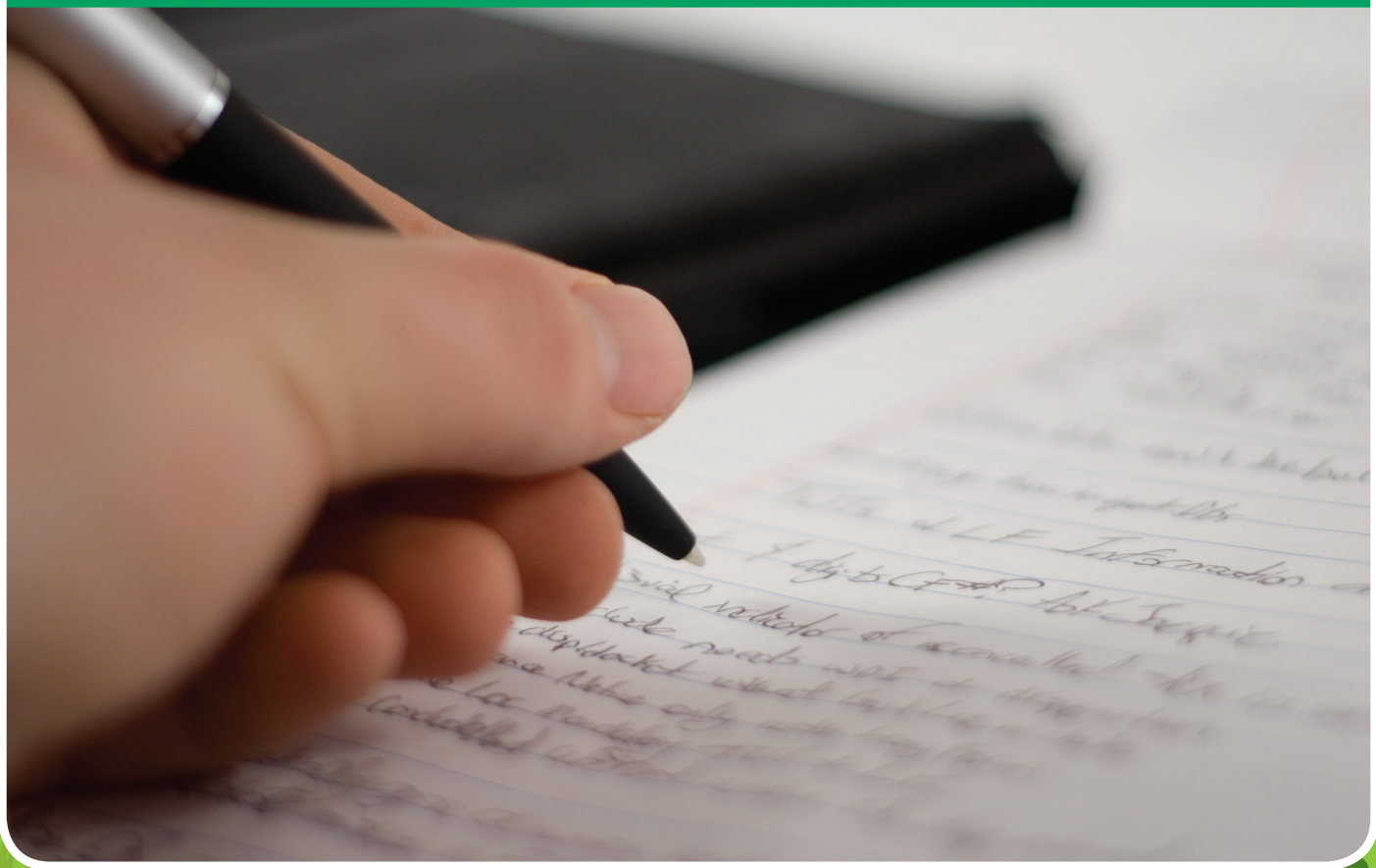
Secretary's Record

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

4H 20 Revised May 2012

Suggestions for Keeping a Secretary's Record

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
The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410, or call 800-795-3272 (voice) or 202-720-6382 (TDD). USDA is an equal opportunity provider and employer.

Issued in furtherance of Cooperative Extension work, Acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture. Cathann A. Kress, director, Cooperative Extension Service, Iowa State University of Science and Technology, Ames, Iowa.
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

_____

_____

_____

_____

_____

_____

_____

_____

_____

4-H members		Attendance record*						
Name	Address							
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								
26								

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

(Write in date of meeting)									Participation record			
									*Gave 4-H educational presentation at meeting	*Led music or recreation	Years in 4-H**	Age on Sept. 15

*Mark a "1" each time a member does this in a local, county, or state meeting.
** Including this year

Minutes of Meeting

The regular (or special) meeting of the _____ 4-H group was held at _____ on (date) _____ 20____. The meeting was called to order by _____ at _____ o'clock. Roll call was answered by _____ members. _____ visitors were present. Minutes of the previous meeting were (were not) read and approved. The treasurer's report was (was not) given. Balance on hand is $_____.

Signed _____
Secretary