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This book will serve as a permanent record of your club. Keep it with care.

Additional pages can be downloaded from the 4-H web site <http://www.4h.ab.ca>

SECRETARY RESPONSIBILITIES

- Sit at the front of the room with the President, facing the members.
- Assist the President and other officers in preparing meeting agendas.
- Keep a list of the members, call the roll, and record attendance at each meeting.
- Read the minutes of the previous meeting.
- Receive, read and answer all Club correspondence as directed by the President and members.
- Record the minutes of each meeting.
- Bring all correspondence, minutes and related records to each meeting in case these need to be referred to throughout the meeting.
- Call the meeting to order and preside until the election of a temporary chairperson, if the President and Vice-President are both absent.
- Use bold titles, bullets and spacing to organize minutes and make them more readable.

Minutes Should Contain The Following:

- Name of club, committee or organization
- Date, place and type of meeting.
- Time of the call to order.
- Number of officers, members and guests present.
- Motion that the minutes of the last meeting were read and adopted.
- Statement of correspondence read and action taken.
- All motions with the names of the mover and seconder and the final decision of the group.
- Name of mover and seconder of reports.
- Results of elections and names of committee members.
- Notes on discussions that may be useful in the future.
- Brief summary of program activities.
- Action Plan noting the date of the meeting, the item discussed, the action taken/to be taken, who it was assigned to, and the deadline.

Example:

Oct. 13/05

December Fun Activity

Action: Book the ski hill and rental equipment,

Responsible: Social committee (John M. chair)

Deadline: Details to be shared at November meeting

- Time of adjournment.

SUGGESTIONS FOR THE SECRETARY

A. Meeting Notice and Preparation

- Give, at the direction of the president, proper notice of each meeting.
- Help prepare the meeting agenda. Check your secretary's records for items of business.
- Take all correspondence, minutes and related records to meetings. Keep these records in order for easy reference.
- Keep a calendar handy for planning club activities.
- Call the meeting to order and preside until a temporary chairperson is elected if both president and vice-president are absent.

B. Club Meeting Agenda

The following order of business is recommended for club meetings. Some items may not apply to all meetings. (see the sample agenda in the appendix)

I. Business Meeting

1. Call to order
2. 4-H pledge
3. Roll call
4. Additions to Agenda
5. Minutes - Reading, correction, and adoption of minutes of last meeting
6. Business arising from minutes
7. Correspondence
8. Reports of officers and committees
9. New business
10. Announcement of date and program for next meeting
11. Adjournment

II. Program

Demonstrations, discussions or guest speakers.

III. Social Activities

B. Roll call

- Call the roll at each meeting and record attendance in the secretary's book. Leave the space blank for absent members until the end of the meeting. Mark members late if they arrive after the meeting is half over.
- Keep a list of topics for roll call.
- Keep a list of members, addresses and telephone numbers.

C. Minutes

Minutes are the permanent record of what happened at meetings. The secretary needs to be accurate and complete in recording the decisions made and the reports given.

Include in the Minutes

- Name of the club
- Type of meeting: "regular" or "special"
- Meeting number for current club year
- Date, year and place of the meeting; start and end times
- Number of officers, members, leaders and guests present; names of the acting officers
- Approval or amendments to the minutes of the previous meeting
- A record of all business transacted - reports, elections, main points of items discussed and motions made Statement of program activities

Do not include

- personal opinions
- wordy descriptions of discussions

Tips on keeping minutes

- Sit at the front of the meeting room.
- Use headings for each section of the meeting and for each topic discussed.
- Use a detailed agenda form to organize taking minutes.
- Keep the minutes brief and simple. State the facts only.
- Identify members responsible for any follow-up action and by when.
- Write neatly or type the minutes into the permanent record immediately after the meeting.
- Review carefully your meeting notes to avoid errors in copying.
- Leave a wide left margin for any corrections or amendments.

Approval of minutes

- Read the minutes of the last meeting.
- Record motion to approve or correct them. Date and initial changes.
- Sign the minutes after they were approved. The president also signs: If the regular secretary is absent for a meeting, then the minutes are signed by the acting secretary.

Recording Motions

- Have a blank form handy at meetings to help record the motions.

_____ moved that

Seconded by _____
It was carried / defeated

- Request lengthy or involved motions be given to you in writing.
- Record both first and last names of members moving and seconding motions.
- Record the results of the vote on the motion.
- Write "carried" if the majority of the members voted in favour of the motion and "defeated" if the majority voted against the motion.
- Some motions have a recorded vote: number in favour, against and abstained.

D. Committees

- Record only the main points of reports in the minutes.
- Keep a careful record of committees appointed and written reports of these committees.

E. Correspondence

- Receive, read and answer all correspondence as directed by the membership.
- List the correspondence received since the last meeting at the end of the minutes.

F. Yearly Club Summary

- Use the roll call, yearly event calendar, and meeting minute pages to complete a year end summary of club activities.
- Obtain the year end financial information from the treasurer.
- Review the secretary's records for the year and ensure they are in order for next year's secretary and for storage with the permanent club records.

CLUB INFORMATION

Club Name _____ Club Year _____
Place of Meetings _____ Time _____ Number of Members _____
4-H District _____ 4-H Region _____

Club Executive	Name	Phone	Address
President	_____	_____	_____
Vice-President	_____	_____	_____
Secretary	_____	_____	_____
Treasurer	_____	_____	_____
Parliamentarian	_____	_____	_____
Club Reporter	_____	_____	_____
Historian	_____	_____	_____
District Council Rep	_____	_____	_____
District Council Rep	_____	_____	_____

Leaders	Name	Phone	Address
General	_____	_____	_____
Assistant	_____	_____	_____
Assistant	_____	_____	_____
Project	_____	_____	_____
Project	_____	_____	_____
Project	_____	_____	_____

Club Committee	Name	Phone	Address
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CALENDAR OF CLUB EVENTS

Activity	Date	Location	Time
Reorganization meeting			
Business meetings #1			
Business meetings #2			
Business meetings #3			
Business meetings #4			
Business meetings #5			
Business meetings #6			
Project meetings			
Communication			
Public Speaking			
Social activities			
Community/volunteer/charitable			
Achievement Day			

MEETING AGENDA

1. **Call to Order** *by* _____ *at* _____
2. **Pledge lead** *by* _____
3. **Roll Call** *topic* _____
Number present **Member** **Leader** **Visitor**
Name of visitors _____
4. **Additions to Agenda**
5. **Minutes of the Previous Meeting**
Changes _____
Motion by _____ **Seconded by** _____
6. **Business Arising From the Minutes** **Follow up action needed**
 - a. _____
 - b. _____
 - c. _____
7. **Correspondence**
 - a. _____
 - b. _____
 - c. _____
8. **Reports of Officers and Committees**
 - a. _____
 - b. _____
 - c. _____
9. **New Business**
 - a. _____
 - b. _____
 - c. _____
 - d. _____
10. **Announcement of date and program for next meeting**
11. **Adjournment at** _____

MINUTES OF CLUB MEETING

Club _____ Meeting Number _____ Type _____
1st, 2nd Regular or Special

Date _____ Time _____ Place _____

Roll Call topic _____

Members present _____ Leaders present _____ Visitors present _____

Officers present _____

Date of next meeting _____ Time _____ Place _____

Signed _____ Signed _____
Chairman Secretary

YEARLY CLUB SUMMARY

4-H CLUB YEAR

Club _____

Projects _____

Years in operation _____ Members _____ Leaders _____

Name

Phone

Address

President _____

Club Leader _____

Treasurer's Report _____ Signed _____

Treasurer

a. Balance at start of year _____

b. Total Receipts _____

c. Total Payments _____

d. Balance at end of year _____ (a + b - c = d)

What did your club do to raise money during the year?

Record of Activities, Special Events and Achievements

Record a few details of the club meetings, activities, events and achievements for the year.

A. Meeting Highlights: include program and guest speakers

Date organized this year _____ Number of Meetings _____

Total member attendance at meetings _____ Average meeting attendance _____

B. Communication Highlights: Public speaking/Presentation competitions, workshops

C. Project Highlights: project work accomplished, tours, workshops, guest speakers

Achievement Day was on _____ With _____ Members participating

D. Community, Charitable and Volunteer Activities:

E. Recreation Activities:

F. Committee Activities:

G. Special Club Events: anniversary celebration, awards night, club tour

H. Member Achievements and Recognition:

Secretary _____ Date _____

SAMPLE MEETING AGENDA

Club ANYTOWN 4-H MULTI CLUB Meeting Number 4 Type REGULAR
1st, 2nd Regular or Special

1. Call to Order by JEAN JONES at 7:00 P.M.

2. Pledge lead by DARREN LEE

3. Roll Call topic CAMP MEMORIES

Number present	Member	Leader	Visitor
Name of visitors _____			

4. Additions to Agenda _____

5. Minutes of the Previous Meeting

Changes _____

Motion by _____ Secunder _____

6. Business Arising From the Minutes Follow up action needed

a. PUBLIC SPEAKING - CLUB - STEVEN WILLIAMS

b. SKI TRIP - RYAN RIZKOWSKI

c. _____

7. Correspondence

a. XYZ HALL COMMITTEE - THANK YOU FOR THE COAT CHECK AT THE CARNIVAL

b. ANYTOWN TRADE FAIR - INVITATION TO DO DEMONSTRATIONS

c. _____

8. Reports of Officers and Committees

a. DISTRICT COUNCIL - RON BLEEKER

b. _____

c. _____

9. New Business

a. ACHIEVEMENT DAY - LIZANNE RUPERT

b. _____

c. _____

10. Announcement of date and program for next meeting

MARCH 8TH AT ANYTOWN RECREATION CENTRE - ROLL CALL: YOUR FAVOURITE MOVIE - PROGRAM: JUDGING

11. Adjournment at _____

SAMPLE OF BUSINESS LETTER

Amazing 4-H Club

Box 3131
HOMETOWN AB T9H 2C4
Phone (403) 123-4567

June 14, 2020

Mr. Don Jones
Manager
UFA
Box 2240
HOMETOWN AB T9H 2C3

4-H DONATION

On behalf of our 4-H club, I would like to thank you for your generous donation. We are using the funds to purchase new crests for our club jackets and plaques for the best project record books.

Please accept the attached Certificate of Appreciation as a small measure of our gratitude.

Thanks,

Joan Werner
Amazing 4-H Club Secretary

- Write or type your letters in block form.
- Start the letter with a title. It is no longer acceptable in business letters to use a salutation at the top of your letter. Example: Dear Sir:
- Word your letters as though you were talking to them in person
- Only include the information you want to tell them using clear and concise words.

SAMPLE MINUTES OF CLUB MEETING

Club ANYTOWN 4-H MULTI CLUB Meeting Number 4TH Type REGULAR MEETING
1st, 2nd Regular or Special

Date MON, FEB 8, 2020 Time 7:30 PM Place ANYTOWN RECREATION CENTRE

Roll Call CAMP MEMORIES

Members present 11 Leaders present 3 Visitors present 2

Officers present 5

1. PRESIDENT JEAN JONES CALLED THE MEETING TO ORDER AT 7:30 P.M.
2. DARREN LEE LED THE PLEDGE
3. ROLL CALL WAS CAMP MEMORIES. PRESENT WERE: 5 OFFICERS, 11 MEMBERS, 3 LEADERS, 2 VISITORS
4. ADDITIONS TO AGENDA - NO ITEMS WERE ADDED.
5. SECRETARY BILL WILLIAMS READ THE MINUTES OF THE JANUARY MEETING. THERE WERE NO CHANGES. MOVED BY SIMON CHERRY, SECOND BY LIANA RIVERS THAT THE MINUTES BE ADOPTED AS READ. CARRIED.
6. BUSINESS ARISING FROM THE MINUTES
 - A. PUBLIC SPEAKING - STEVEN WILLIAMS REPORTED THE CLUB PUBLIC SPEAKING COMPETITION WILL BE HELD ON SUNDAY, FEBRUARY 18 AT 1:30 P.M. IN THE ANYTOWN SCHOOL DRAMA ROOM. ALL JUDGES AND OFFICIALS HAVE BEEN CONFIRMED. PLEASE ARRIVE BY 1:15 P.M. AS THE COMPETITION WILL START AT 1:30 P.M. EACH FAMILY IS ASKED TO BRING LUNCH. MOVED BY STEVEN WILLIAMS, SECONDED BY ROB RIVERS THAT THE CLUB PURCHASE JUICE, COFFEE, CUPS, AND NAPKINS FOR THE PUBLIC SPEAKING COMPETITION. CARRIED.
 - B. SKI TRIP - RYAN RIZKOWSKI REPORTED HE HAD CONTACTED THE SKI HILL. IF OVER 15 PEOPLE GO SKIING WE GET A 15% DISCOUNT OFF THE REGULAR PRICE. WE COULD ALSO RENT A ROOM IN THE LODGE FOR \$20. THIS WILL GIVE US A PLACE TO HAVE LUNCH. MOVED BY RYAN RIZKOWSKI, SECONDED BY SIMONE CHERRY THAT WE GO SKIING ON MARCH 14TH. CARRIED. MOVED BY SIMON CHERRY, SECONDED BY ROB RIVERS THAT THE CLUB RENT THE ROOM IN THE SKI LODGE AND THAT THE CLUB PAY HALF OF THE COST OF THE PIZZA. EACH PERSON WILL PAY THE REMAINING COST. CARRIED.
7. CORRESPONDENCE
 - A. THANK YOU FROM THE XYZ HALL COMMITTEE FOR WORKING THE COAT CHECK AT THE CARNIVAL.
 - B. INVITATION TO GIVE DEMONSTRATIONS AT THE ANYTOWN TRADE FAIR ON APRIL 23RD. BEFORE THE CLUB MAKES A DECISION, RON BLEEKER IS TO CHECK AT THE DISTRICT COUNCIL MEETING ABOUT WORKING WITH OTHER

4-H CLUBS AT THE TRADE FAIR. HE IS TO REPORT TO THE CLUB AT THE MARCH MEETING.

8. REPORTS OF OFFICERS

A. TREASURER

INCOME \$ 50.00 PUBLIC SPEAKING TROPHY
EXPENSES \$ 20.00 DEPOSIT - ROOM FOR PUBLIC SPEAKING
\$ 15.79 LUNCH - CHRISTMAS PARTY
BALANCE \$360.67

B. PROJECT REPORTS - EACH OF THE PROJECTS REPORTED ON THEIR ACTIVITIES SINCE THE LAST MEETING.

C. DISTRICT COUNCIL REPORT - THE DISTRICT PUBLIC SPEAKING COMPETITION WILL BE HELD MARCH 18TH IN SOMETOWN AT THE HALL, BEGINNING AT 1:30 P.M. THERE IS A DISTRICT CURLING BONSPIEL TO BE HELD ON MARCH 31ST. MORE INFORMATION WILL BE AVAILABLE AT THE MARCH MEETING.

9. NEW BUSINESS

A. ACHIEVEMENT DAY - MOVED BY LIZANNE RUPERT, SECONDED BY RON BLEEKER THAT ACHIEVEMENT DAY BE HELD ON MAY 3RD AT THE ANYTOWN RECREATION CENTRE. CARRIED. LIZANNE RUPER IS THE COMMITTEE CONTACT FOR ORGANIZING ACHIEVEMENT DAY. SHE WILL BOOK THE RECREATION CENTRE. EACH PROJECT IS TO COME TO THE NEXT MEETING WITH THEIR APPROXIMATE COSTS AND A LIST OF POSSIBLE JUDGES. THEY SHOULD ALSO INDICATE HOW MUCH ROOM THEY WILL NEED FOR DISPLAYS, AND HOW MUCH TIME THEY WOULD LIKE ON THE PROGRAM, IF ANY.

10. NEXT MEETING - AT THE ANYTOWN RECREATION CENTRE, MARCH 8 AT 7:30 P.M. THE ROLL CALL WILL BE "YOUR FAVOURITE MOVIE". THE PROGRAM WILL BE ON JUDGING. THE RUPERT FAMILY IS RESPONSIBLE FOR LUNCH.

11. ADJOURNMENT - THE PRESIDENT ADJOURNED THE BUSINESS MEETING AT 8:15 P.M.

PROGRAM

MR. TAYLOR SPOKE TO US ABOUT PUBLIC SPEAKING. THE BLEEKER FAMILY SUPPLIED LUNCH.

CORRESPONDENCE RECEIVED:

1. THANK YOU: XYZ HALL COMMITTEE
2. INVITATION: ANYTOWN CHAMBER OF COMMERCE

Date of next meeting	<u>MAR 8</u>	Time	<u>7:30 PM</u>	Place	<u>ANYTOWN RECREATION CENTRE</u>
Signed	_____			Signed	<u>Bill Williams</u>
	Chairman			Secretary	