

4-H Club:



Name: _____

Secretary OFFICER WORKSHEET

Refer to "The Secretary's Record Book" for information about being the Secretary (https://bookstore.ksre.ksu.edu/pubs/4H928.pdf). If you submit your completed worksheet to your local Extension Office, we will review it and provide feedback. Then, it can count as a district-level officer training.

| Attendance Record | |
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| It is the secretary's responsibility to keep an accurate record of each member's attendance. Check what does NOT belong on as part of roll call. | |
| All club member's names are nicely written on the roll call list. | |
| Pass the roll call sheet around to mark before the meeting starts. | |
| List the names in alphabetical order by last name. When new members join, add them to the bottom of the list. | |
| When the president asks you to take roll at the meeting, you should stay seated. | |
| Energize the club meeting by asking a creative roll call question. | |
| Roll call questions allow everyone to be a part of the meeting, it helps members learn to speak in front of a group, and helps get-to-know each other. | |
| Meeting Minutes | |
| Number 1 through 15 the order of the meeting minutes, with 1 being what is included first. | |
| The type of meeting. | |
| Secretary's signature. | Committee appointments and assignments of members. |
| A statement that the minutes were approved as read or corrected. | Time the meeting began. |
| Treasurer's report. | Number of members, leaders, parents and guests present. |
| Who presided. | Complete motions, including name of |
| Important points discussed. | person making motion, exact wording, that it was seconded, and if it passed or failed. Name of your club. Place and date of meeting. |
| Type of program and presenter's name. | |
| Reports of other officers and committees. | |
| Acknowledgement of services such as refreshments provided by | |

Let's Practice

Rewrite the following minutes correctly. Leave out all unnecessary information and organize the items in the correct order. If needed, attach a separate sheet.

| The meeting was called to order by Janie Red at 7:30 p.m. The regular meeting of the Shooting Stars 4-H Club was at the Huntington Community Center on November 8, 2022. Dean Cleuwes gave a demonstration on "Sewing a Pillow." Shannon Webster and Pete Vaun |
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| reported about the Holiday Party Committee's plans to play games and collect canned items for the food pantry at the December 19 meeting. Joan Vaun talked about how much fun she had at her school field trip to the pumpkin patch the week before. The treasurer reported a balance of \$514.27. There was a deposit from the club booth top prize. An expense paid was to reimburse the Smith family for purchasing the supplies needed for the club booth. The president told jokes instead of using the gavel to keep the meeting in order. There was no old business. The council representative asked for feedback about a county-wide judging contest and what contests the members would be interested in trying. The secretary's repor was read and approved. We discussed paying for leaders to be registered with Kansas 4-H. Ryan Soane made a motion to pay half the cost of two club leaders, the foods project leader the photography leader, and the livestock project leader. Kaye Reighst seconded. Discussior was shared that more project leaders may serve this year and a fundraiser might need to be planned to support them in the future. Motion passed. Roll call was answered by 19 members, two leaders and 12 guests. Kaye Reighst led the pledges. Joan and Pete Vaun led an energizing song called "Thankful Turkey". The Reighst family led a Thanksgiving themed activity and craft focused on being thankful. The vice president reported that a guest presenter is being arranged for the January meeting. She asked members to sign thanks yous to send to the past month's presenters and the extension office staff for the holidays. The Vaun family provided refreshments. Business meeting adjourned at 7:50 p.m and the members continued with recreation and refreshments. |
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