



# 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.

**Name:** \_\_\_\_\_ **4-H Club:** \_\_\_\_\_

## Attendance Record

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.
- A statement that the minutes were approved as read or corrected.
- Treasurer's report.
- Who presided.
- Important points discussed.
- Type of program and presenter's name.
- Reports of other officers and committees.
- Acknowledgement of services such as refreshments provided by....
- Committee appointments and assignments of members.
- Time the meeting began.
- Number of members, leaders, parents and guests present.
- Complete motions, including name of person making motion, exact wording, that it was seconded, and if it passed or failed.
- Name of your club.
- Place and date of meeting.

