

NJ 4-H Club Secretary's Book



Name of Club Secretary _____

Name of 4-H Club _____

Club Leader _____

County _____

4-H Year _____ to _____

Developed January 2007

by

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Club Secretary Documents Adapted from

My 4-H Record Book: A General Purpose Record Book.
Robert's Rules in Plain English, Zimmerman, Doris P., Harper Collins, NY, 1997.

To obtain this publication electronically visit NJ 4-H online at...

www.nj4h.rutgers.edu

Introduction

Congratulations on being elected as the Club Secretary! This book will make your job a lot easier.

Why complete this Club Secretary Book?

A club secretary book is not meant to be a chore. Instead, it is a way for you to keep good records for your club. Here are some reasons why it is important to keep an accurate club secretary book.

Keeping an accurate club secretary's book will help to...

- ♦ Keep the club organized.
- ♦ Keep attendance and participation of each member, important when determining whether a member is in good standing for awards and scholarships, etc...
- ♦ Set reasonable goals for the club.
- ♦ Appreciate what the club has learned this year from the goals that it set.
- ♦ Keep track of all activities and events that the club participated in.
- ♦ Meet requirements and deadlines that the club members need at the local, county and state levels.

Parliamentary Procedure

Parliamentary Procedure refers to rules that help us maintain order and ensure fairness in business meetings. The rules ensure that everyone has a chance to participate, be heard, and help the group reach decisions.

Only one person may speak at a time. The president of the organization announces the order of business and calls on people to speak as the secretary records what happens.



Club Information

Club Name _____

Year Club Was Formed _____

Club Project (s) _____

	Address	E-mail address	Phone Number
Organization Leader(s)			
Project/ Activity Leader(s)			
Officers			

Business Meeting Time _____

Business Meeting Place _____



Setting Club Goals for the 4-H Year

The beginning of the 4-H year is a good time to begin thinking about what the club would like to do or learn in 4-H during the upcoming months. Brainstorm some ideas and then list possible goals for the year and what plan the club has to do to accomplish these goals. Include advice from your club leaders and parents to decide which goals are realistic to finish in the upcoming year.

Club goals for this year	What we need to do to reach these goals

** Adapted from My 4-H Record Book: A General Purpose Record Book, "Starting Out – My goals for the 4-H year"*

Your Job as 4-H Club Recording Secretary

- I. Keep an up to date list of club members.
- II. Take minutes at each club business meeting.
 - A. Refer to "How to Take Minutes" below.
 - B. The minutes should be legible.
 - C. The secretary must always be impartial and never express in the minutes his/her opinion of any action taken.
 - D. Whenever a motion is made, the secretary should record the motion and who made it, the name of the person who seconds the motion and the number of votes for and against it.
 - E. The secretary should record all committees appointed, and reports of committees at each meeting.
- III. Share minutes with club members as decided by your club - whether through email or by reading at the start of each business meeting.
- IV. Keep an up to date "Secretary's Book". Submit completed secretary book to your club leader with copies of the club constitution and by-laws.

How to Take Minutes

The purpose of club meeting minutes is to record regular business and decisions made by the club. Minutes do not include everything said by each member at the meeting, just the results of the discussion and the actions to be taken. Accurate minutes are of vital importance, as they constitute the permanent record of proposals, decisions and reports of the organization. Minutes are the legal record of the meetings of an organization and should be written as promptly as possible, making a list of unfinished items. Send a finished copy to the president.

Minutes should include the following:

1. Name of the club, date, year and place of meeting.
2. Officer who called the meeting to order and the time the meeting began.
3. Additions, corrections and approval of the previous meeting's minutes.
4. Treasurer's report.
5. Correspondence.
6. Committee Reports.
7. Old and New Business including motions proposed, and results of votes on motions.
8. Any program or activity that took place.
9. Time meeting was adjourned.
10. Time, date and place of next meeting.



Sample Club Minutes

Minutes of the Happy Helpers 4-H Club Meeting

Date of Meeting November 3, 2006

Place of Meeting Leader- Susie Service's house

Number of Leaders Present 4 Number of Members Present 27

Time called to order 7:00pm by Club President, Chris Clover

Secretary's Report - read previous minutes and Joe Do-Good moved that the minutes of the October meeting be accepted as written. Jane Doe seconded. The motion passed unanimously.

Treasurer's Report - given by Treasurer Betsy Bucks. There is \$50.00 in the club treasury.

Correspondence - from School Number 10, thanking the club for donation of school supplies.

Committee Reports - The Fund Raising committee reported that this year's fundraiser will be a Spring Cleaning Day where we will help members of the community with their cleaning. The donations will go to pay for our whitewater rafting trip on the Colorado River that we will take in August.

Old Business - The club's soup kitchen project will take place at the New Brunswick Soup Kitchen on November 26.

New Business - A sign up sheet was circulated to all members for future Nursing Home visits.

Winter Camp will be held the first weekend in January. We will discuss ideas for activities at next month's meeting.

Meeting Adjourned - The business meeting was adjourned at 7:45

Next Meeting - The next meeting is December 1st, before the Holiday Craft Workshop.

Activity - Recreation activity was led by Franny Fun and everyone enjoyed refreshments.

Minutes of the _____ 4-H Club Meeting

Date of Meeting _____

Place of Meeting _____

Number of Leaders Present _____ Members Present _____ Visitors Present _____

Time Called to order _____ by _____

Secretary report

Treasurers' report

Correspondence

Committee reports

Old Business _____

New Business _____

Meeting adjourned _____

Next meeting, date, time and location _____

Activity _____

(make additional copies as needed)

Attendance

[illegible]

(make additional copies as needed)

How to write a Thank You Note and a Letter

Thank you notes:

1. Write thank you notes promptly – within a week. But better late than never!
2. Mention the gift and say something nice about it. If it was money, tell how the money was spent or what you plan to do with it.
3. Never mention anything wrong with the gift. Ex: Do not say “We didn’t like the color of the shirts”.
4. Write a thank you note to:
 - *Anyone who has invited your club to do something.*
 - *Anyone who has done something nice for your club.*
 - *Anyone who has given your club a gift, donation or helped your club in anyway, (example: parents who volunteer at a club event).*

A Letter:

1. Dateline – make sure you date the letter.
2. Inside address – include your club mailing address or your address especially if you are making a request in the letter. This way the person receiving the letter can contact you with an answer.
3. Salutation – always use proper names unless your club leader tells you otherwise (examples: Ms., Mrs., Miss, Mr., Sir, Madam, or To Whom it May Concern).
4. Body – this is where you ask, tell or request something of the person, group or business that you are sending the letter to. Make sure that you give them background information as to why your club is doing what they are doing.
5. Complimentary close – Sincerely or In 4-H Friendship are appropriate for club letters.
6. Signature – person writing the letter prints name, office held, club name and signs letter.

Sample Letter

	September 30, 2006	Dateline
Inside Address.....	4-H Youth Council 6260 Old Harding Highway Mays Landing, NJ 08330	
Greeting.....	Dear Youth Council Members,	
	I am writing to you to ask you to consider having bugs as a theme for Prep Camp. Prep Camp is so much fun. I think that the theme of Bugs would be a lot of fun. We could look for bugs, create our own bug and make bug hats.	Body of letter
	I look forward to attending Prep Camp this year. I hope you like my idea of bugs.	
	In 4-H Friendship,	Complimentary close
	Joe Doe Clovers Prep Club	Signature

Club Corresponding Secretary

The Corresponding Secretary is responsible for:

- Receiving, sending and reporting all correspondence for the club.
- Write letters of invitation, requests, announcements of information and thank you notes as needed (see samples that follow for proper writing technique).
- Keep log of all correspondence received and sent (see samples).
- Keep an updated email/ mailing list of club members to send reminder letters/ notes and club updates. (Use member registration page).



Log of All Correspondence - Received

Date Received	Sender	Reason for Correspondence	Response/action taken
<i>Sample:</i> October 12, 2006	<i>Community Food Bank</i>	<i>Thank you for volunteering over the weekend to fill food orders</i>	<i>None, letter given to historian to place in club scrap book</i>
<i>Sample:</i> October 8, 2006	<i>County 4-H Agent</i>	<i>Looking for volunteers to assist at the 4-H open house</i>	<i>Email will be sent to County Agent to let them know who can help</i>

Log of All Correspondence – Sent

Date Sent	Recipient	Reason for Correspondence
<i>Sample: October 8, 2006</i>	<i>County 4-H Agent RCE of your county 123 Your Street Your Town, NJ 12345</i>	<i>Email sent – Letting the county Agent know who will be volunteering to help at the Day at the Mall Event</i>