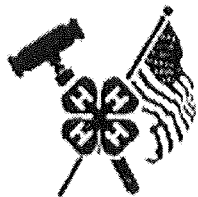


OHIO 4-H CLUB OFFICER'S GUIDE



SECRETARY



Where Do You Begin?

Congratulations! You have been elected to serve as an officer of your 4-H club. By electing you, the members of your club have expressed their confidence in your ability to be a leader of their group. But being elected is only the beginning. You must now fulfill the expectations of the members by being a hard-working and effective leader. A good officer should be prepared to:

- ▲ Give credit rather than take credit.
- ▲ Help guide the club rather than control it.
- ▲ Understand and carry out the duties of others.
- ▲ Be respectful of the rights and opinions of the position.
- ▲ Be prepared, organized and enthusiastic.
- ▲ Serve as a representative of the 4-H organization to family, school, community, state and country.
- ▲ Promote the club's opinion and wishes instead of the officer's.

If you are prepared to do these things, you are on the road to becoming a good officer.

Officers work as a team to move the club toward its goals. Your club advisor is a member of that team, too. By working with the advisor, the club can plan its program a year in advance.

Revised by Holly M. Stacy, Associate Agent, 4-H, Sandusky County.

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You can be an effective officer by taking time to learn a few simple skills. As you perform your duties well, you will earn the respect of both your peers and advisors.

The job of secretary is one of the most important offices in your club. The club has entrusted to you the responsibility of keeping and maintaining club records. Most of the success of the club depends on the working relationship between you and the president. This is your opportunity to help the president make the club run smoothly.

You will keep a record of what the club does and handle its correspondence. As secretary, your job is:

- ▲ To keep a written record of the club for the year. This includes:
 - ✓ Keeping an accurate record of attendance.
 - ✓ Writing a complete report of all meetings and activities.
 - ✓ Saving all correspondence and written reports.
 - ✓ Keeping an accurate record of the projects members take.
 - ✓ Recording the participation of club members (alone, in teams or the entire club) in special 4-H activities, indicating any honors or recognition the members won.
 - ✓ Collecting news items and clippings about the 4-H activities of the club and individual members.
- ▲ To take care of club correspondence.
- ▲ To make necessary reports to the county Extension office.
- ▲ To supply the news reporter with information.
- ▲ To see that club members know about future programs.
- ▲ To be ready at all times to inform the president or the club about the status of motions, committees appointed, reports made or items for consideration.
- ▲ To keep a copy of the club constitution, signed by the membership, in the secretary's book.
- ▲ To keep a copy of the club's program for the year in the secretary's book.

Before the meeting

- Record the club's plan for the year in the secretary's record book.
- Record members' names, addresses, etc.
- Keep a record of all officers and committees.
- Tell the president if you will be absent. The president will appoint an acting secretary for the meeting.
- Help other officers and club leaders plan business to be handled at club meetings.

During the meeting

- Sit at the front near the president during meetings and help handle the details of the meeting.
- Keep an accurate record of proceedings of all meetings (a record of what is done, not what is said). Accurate records include the date and place of the meeting, number of members and visitors present, approval of previous minutes, all reports and what was done about them, all motions with the name of the person who made them and whether the motion was passed or defeated.

What Is Your Job As A 4-H Club Secretary?

How Can You Be A Good Secretary?

Why Minutes?

- Check the roll at the request of the presiding officer.
- Read the minutes of the previous meeting when the president calls for them.
- Call the meeting to order in the absence of the president and vice president.
- Read letters to the club.

After the meeting

- Write letters as directed by the club.
- Collect and record reports of all committees.

Minutes are the official record of the business transacted by a club at its meetings. The minutes should be accurate and complete and should be so plainly and carefully written that anyone who reads them can understand exactly what was done.

Keep minutes of all meetings, including club participation in work meetings, picnic and tours. Stand when reading minutes at the meeting. Minutes should be brief, but should contain an interesting account of the meeting activity, such as:

1. Name of club
2. Kind of meeting — regular or special
3. Date, place and time of meeting
4. Presiding officer and roll call report (number of members)
5. Approval of previous minutes and treasurers report.
6. Business — The topics discussed, motions made and what was decided about them. A summary of reports given and plans made. Names of committees appointed.
7. Project work — Indicate what demonstrations or talks were given and by whom. Write a brief description of the project work carried on during the meeting.
8. Other educational and service programs — Indicate the who and what on any programs having to do with health, safety, citizenship, community service, etc.
9. Recreation and social activities — Games, music, parties, refreshments, parent programs, etc., and who did what in each case.
10. Assignments — Who is to do what for the next meeting, especially if this is different from the written club program.
11. Signature of secretary and president.

Sample

Minutes

Business

Meeting No. 5

Date July 9, 1993

Hour 7:30 p.m.

Place Fred Bradley's

The meeting was called to order by the president. Fifteen members answered the roll call about a good health habit they have started.

The Pledges were said and the minutes of the last meeting were read and approved. The Treasurer's report showed a balance of \$15.35 in the treasury. Sue reminded members that July 21 was the last day to pay dues.

Under Old Business, the Fair Exhibit Committee reported its budget would be \$7.50. Bill moved that the money be paid from the treasury. Amy seconded. Motion carried.

Under New Business, Chris reminded members to invite their parents to Achievement Night. A food sign-up was passed around.

The meeting was adjourned.

Kind of Meeting

Regular

Special

Project Work

Mrs. Bradley announced the judging schedule for our club.

Assignments

The next meeting is August 1 (Achievement Night) at Chuck Smith's. Each member is to bring the food they signed up for.

Other Educational and Service Programs

Recreation and Social Activities

Capture the flag was played. Refreshments were served by Amy Stuart.

Sue Clark

Signed, President

Tim White

Signed, Secretary

Meeting Roll

For The Year 19 _____

Club Name _____

Members	Record of attendance at regular club meetings. Use "a" when member absent.										Name			
												Last	First	M.I.
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17														
18														
19														
20														
21														
22														

Meeting Roll

For The Year 19 _____

Club Name _____

Members	Record of attendance at regular club meetings. Use "a" when member absent.										Last	Name First	M.I.	
23														
24														
25														
26														
27														
28														
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Constitution and By-Laws

Sample Constitution and By-Laws

Attach a copy of your club's constitution and club program to this publication. (See pages 12 and 13.) If your club does not have a constitution, the sample that follows will help you develop one.

Use a separate notebook or scrapbook to keep news clippings and photos of your club's activities. You may also use the space on page 39. The club reporter may help you do this section.

(Note: Clubs desiring to write a Constitution must include the complete text of Article 3 in the sample below.)

Constitution

The following sample is only a guide. The constitution adopted by your club should fit the needs of your group. All members should sign the constitution.

Article 1: The name of this organization shall be the "Hilltop Helpers 4-H Club."

Article 2: The object of this club is to help members develop the four H's, by taking projects and participating in activities.

Article 3: 4-H Membership—Eligibility for 4-H membership begins at age 5 or in kindergarten as of January 1 and ends December 31 of the year in which an individual attains the age of 19. Four-H membership starts once an eligible individual enrolls in a 4-H group opportunity, providing a planned series of educational experiences, under the direction of a trained adult, and within the scope and supervision of Ohio State University Extension. All counties may not offer programs for children in grades K-2. All educational programs conducted by Ohio State University Extension are available to clientele on a nondiscriminatory basis without regard to race, color, creed, religion, sexual orientation, national origin, gender, age, disability, or Vietnam-era veteran status. (See "Ohio 4-H Membership Guidelines")

Article 4: Officers of this club shall be president, vice president, secretary, treasurer, news reporter, recreation leader, health leader and safety leader.

By-Laws

Article 1: The officers shall be elected by ballot at a regular meeting in February of each year.

Article 2: The duties of the officers shall be:
The president shall preside at all meetings of the club. He or she and the organizational advisor will make a plan for each meeting in advance.

The vice president shall perform the duties of the president when the president is absent. He or she also shall be chairman of the program committee.

The secretary shall keep a record of all actions of the club, shall write all letters for the club and shall keep an accurate enrollment of all members.

The treasurer shall receive and take care of all money belonging to the club, and shall pay it out upon order of the president and secretary. He or she also shall keep an accurate record of all money received and spent.

The news reporter shall write a news report of each meeting and send it to the local newspaper. He or she also shall be responsible for seeing that activities of the club receive publicity through newspapers, radio, television, etc.

The recreation leader shall be in charge of all club recreation. He or she may select a committee for assistance.

The health leader shall be in charge of all club health programs.

The safety leader shall be in charge of all club safety programs.

Article 3: Standing committees shall be Program, Health and Safety.

Article 4: Committees for special purposes may be appointed by the president at any time.

Article 5: Regular meeting dates shall be determined by the program committee.

Article 6: Elections shall be determined by majority vote.

Article 7: A quorum shall consist of two-thirds of the membership present at any meeting.

Article 8: Roberts' Rules of Order shall govern the meetings of the club.

Article 9: Order of business for regular meetings shall be as follows: Business: (1) Call to order, (2) Opening song or pledges, (3) Roll call, (4) Treasurer's report, (5) Committee reports, (6) Unfinished business, (7) Appointing committees, (8) Adjournment; Project Work; Other Educational and Service Programs; Recreation and Social Activities.

Article 10: This constitution may be amended as follows: the amendment shall be presented to the club members at one meeting; at the following meeting a two-thirds vote shall be necessary to approve the amendment.

Club Program

(Place Here)