



**Beyond
Ready**

COLORADO 4-H

Secretary Book

Duties & Guidelines



Year:

Club Name:

County:

President:

Vice President:

Secretary:

Treasurer:

Reporter:

Historian/Scrapbook:



COLORADO STATE UNIVERSITY
EXTENSION



What is 4-H?

4-H is a community of young people across America learning leadership, citizenship, and life skills to become Beyond Ready in a changing world.

The 4-H Pledge



*I pledge my Head to clearer thinking,
my Heart to greater loyalty,
my Hands to larger service,
my Health to better living,
for my club, my community, my country and my world.*



The 4-H Motto

To Make the Best Better



The 4-H Club Emblem

The 4-H Emblem is a four-leaf clover with the letter "H" on each leaf. The four "H's" stand for Head, Heart, Hands and Health.



The 4-H Club Colors

*GREEN: Nature's most common color is emblematic of springtime, life, and youth.
WHITE: Symbolizes purity and high ideals.*

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Congratulations!

Duties & Responsibilities of 4-H Club Secretary

OVERVIEW

Welcome to Your Role as 4-H Club Secretary!

Being elected as your club's secretary is a big honor, and it comes with important responsibilities. Your main job is to keep a clear, accurate history of everything your club achieves throughout the year. By learning your duties early, you will be able to serve your club well and keep everyone organized.

Roles of 4-H Club Secretary

You will use this 4-H Secretary's Book to manage **three main areas** of club life:

- **Meeting Minutes:** Write down official, accurate notes (minutes) during every business meeting and submit them monthly.
- **Attendance & Participation:** Keep an up-to-date record of which members attend meetings and how they participate in club events.
- **Club Correspondence:** Write and send official letters, thank-you notes, or emails on behalf of your club.



Your Duties as Secretary

To stay organized, use this checklist to guide your responsibilities before, during, and between meetings:

Before the Meeting:

- ☐ **Arrive early:** Show up ahead of time and sit right next to the president.
- ☐ **Plan ahead:** Discuss upcoming business items with other officers and club leaders.
- ☐ **Give notice if absent:** If you cannot attend, notify the president early so they can appoint a temporary secretary.

During the Meeting:

- ☐ **Read the minutes:** Read the notes from the last meeting and record any corrections made by members or leaders.
- ☐ **Read mail:** Read aloud any letters or correspondence sent to the club.
- ☐ **Record the action:** Take accurate notes on all business, officer discussions, and committee reports.
- ☐ **Track motions:** Record every motion made, who made it, and whether it passed or failed. Assist the president by reading the motion aloud before the club votes.
- ☐ **Step up if needed:** If both the president and vice-president are missing, call the meeting to order and oversee the election of a temporary chairperson.

Outside the Meeting

- ☐ **Keep records updated:** Maintain the club's Calendar of Activities, attendance records, and lists of all officers and committees.
- ☐ **Write letters:** Handle any official club correspondence, including thank-you notes or invitations, as needed.



Quick Reference Secretary Guidelines

Follow this timeline to stay on top of your duties before, after, and at the very end of the 4-H year.

Before the Meeting

- ☐ **Check the roster:** Meet with your club leader to make sure your roll call attendance list is completely up to date.
- ☐ **Prep old business:** Review the minutes from the last meeting and make a quick list of any unfinished business for the president to bring up.
- ☐ **Organize mail:** Gather any letters, emails, or flyers the club received so they are ready to be read aloud.
- ☐ **Give notice:** If you know you have to miss a meeting, notify the president and club leader ahead of time so a temporary secretary can be chosen.

After the Meeting

- ☐ **Write immediately:** Complete your official meeting minutes within one week while the details are fresh.
- ☐ **Sign your work:** Always sign the bottom of the minutes to make them official.
- ☐ **Send correspondence:** Write and mail any thank-you notes, invitations, or letters the club requested during the meeting.

At the End of the 4-H Year

- ☐ **Finalize your records:** Write the minutes for the final meeting of the year.
- ☐ **Pass the torch:** Neatly organize your Secretary's Book, worksheets, and correspondence files so they are ready to hand over to the newly elected club secretary.



Duties of the Secretary

Writing Minutes

Taking great notes is one of your most important jobs. To make it easy, use the **Minutes Worksheet** included in this book to jot down rough notes during the meeting. Then, rewrite them into your official records within one week while the details are still fresh in your mind.

Every set of minutes must include these nine essential items:

1. Name of club or group
2. Kind of meeting-regular or special
3. Date, hour and place of meeting
4. The presiding officer
5. Approval of previous minutes and report of the treasurer and other officers
6. Motions made and action taken
7. Names of members appearing on program and description of the program
8. Description of educational program given by leader, members or others
9. Signature of secretary

Secretary Templates:

The next pages include printable templates for you to download and use with your clubs:

- Meeting Notes Worksheet
- Minutes Form
- Club Meeting Roll Call of Members
- Roll Call of Member Event Participation
- Club Annual Plan for Year
- Club Fundraiser/Event/Activity Form
- Calendar of 4-H Club Activities Fillable Form



4-H Meeting Notes Worksheet

4-H Meeting
for:

Date:

Location:

Time:

Opening

Pledge of
Allegiance:

4-H Pledge by:

Roll Call question
was:

Members

Leaders

Parents

Guests

Officer Reports

Correspondence:

Treasurer Report:

Reporter:

Historian/
Scrapbook:

Leaders:

Minutes of last meeting
approved as:

☐

Read

☐

Corrected

General Reports

Committee Reports:

Member Reports:

Old Business:

New

Business:

Announcements:

Adjourned:

Programs/Demos:

Adjourned:

Refreshments:

Recreation:



**Beyond
Ready**



4-H Club Meeting Notes: Minutes Form

4-H Club Secretary:

Date Approved:

4-H Club President:

Date Approved:



[illegible]





4-H SAMPLE Club Annual Plan for Year

Month Date/ Time/Location	Business Agenda: Events Activities Items for Group Decision	Program Agenda: Educational Program or activity Speakers Demos	Recreation Agenda: Singing Games Team Building Refreshments	Community Service Project	Essential Elements: Belonging Independence Generosity Mastery	Special Events: Club County Regional State
October						
November						
December						
January						
February						
March						
April						
May						
June						
July						
August						
September						





Club/Group Name: _____

4-H Club Secretary:	Date Approved:
4-H Club President:	Date Approved:



Calendar of 4-H Club Activities

4-H Year: October 1 - September 30

Please use this chart to track your Club's participation in activities. Include the date and the event.

Here are some examples of events and how to notate the date:

Club Activities: Holiday Party, 12/20 or Club Summer Picnic, 7/10

County Activities: 4-H Carnival, 5/2 or County Fair 7/12-7/16

State Activities: District Meeting 10/2 or State 4-H Conference 6/12-6/15

	CLUB	COUNTY	STATE
Oct			
Nov			
Dec			
Jan			
Feb			
Mar			

Calendar of 4-H Club Activities



4-H Year: October 1 - September 30



CLUB	COUNTY	STATE

NOTES:

