



MASSACHUSETTS 4-H

CLUB SECRETARY'S HANDBOOK

YEAR _____ to _____



UMassAmherst Outreach **UMass**
Extension

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NOTES

SUMMARY

Write a summary of the club's activities for the year. You may also like to start a scrapbook for your club containing newspaper clippings about your club's activities and members.

Secretary

Date

4-H PLEDGE



I PLEDGE

My HEAD to clearer thinking,
My HEART to greater loyalty,
My HANDS to larger service, and
My HEALTH to better living, for
My Club, My Community, My Country, and My World.

PLEDGE OF ALLEGIANCE

I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

DUTIES OF SECRETARY

1. Keep the minutes of all meetings in a permanent way.
2. Read the previous meeting's minutes at each meeting.
3. Call the roll at each meeting and keep a record of attendance.
4. Mail/e-mail/fax notices of meetings and programs.
5. Record the program for the year in this book.
6. Include the Treasurer's report in the minutes.
7. Read mail received by the Club and handle all correspondence.
8. Write club summary at end of year.
9. Call the meeting to order if both the President and Vice-President are absent.

HINTS ON KEEPING THE MINUTES

1. Record clearly each motion passed by the club.
2. List any committees formed and reports made.
3. Record with care the actual proceedings of the meeting throughout. Keep them as brief as possible.
4. Never include personal comments and opinions in the minutes.

ORDER OF BUSINESS

- Call to order by the President
- 4-H Pledge; Pledge of Allegiance
- Roll call by Secretary
- Secretary's report
- Treasurer's report
- News and other committee reports
- Old business
- New business
- Adjournment

OFFICERS

President _____
 Vice-President _____
 Secretary _____
 Treasurer _____
 News Reporter _____

LEADERS

Club Leader _____
 Assistant Leader _____
 Junior Leader _____

PROGRAM AND MINUTES

Meeting Place: _____

Date: _____ Time: _____

Called to order by: _____

Number of members present: _____

Number absent: _____

There were: _____ parents and _____ other visitors present.

Business Program: (Include all motions and actions taken. See Order of Business)

Educational Program: (Give topics and names of speakers or demonstrators)

Other Activities and Projects:

Date: _____, 20__
 Secretary: _____

ATTENDANCE RECORD

(Numbers at the head of each column represent the meetings held. Put the date just below the numbers. Mark an "X" for those present, leave blank for those absent.)

Meeting: Date:													
Member													
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
Re- mar- ks													

PROGRAM OF CLUB MEETINGS FOR THE YEAR

Date, Time, & Place	Demonstrations, Talks & Project Work	Demonstrator or Speaker

CALENDAR OF SPECIAL EVENTS AND ACTIVITIES

List on this page the local, county, state activities and community service projects in which the club participated during the club year.

DATE	ACTIVITY
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	
July	
August	

**MEMBERSHIP ROLL
(Arrange Alphabetically)**

NAME	ADDRESS Include street and mailing ad- dress	TELEPHONE	E-MAIL