



MASSACHUSETTS 4-H

CLUB SECRETARY'S HANDBOOK

YEAR _____ to _____

NOTES

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:
