



# **Ohio 4-H**

# *Secretary's Record Book*

Name \_\_\_\_\_

Year \_\_\_\_\_ Age (as of January 1) \_\_\_\_\_

County \_\_\_\_\_

Club Name \_\_\_\_\_

4-H Advisor \_\_\_\_\_



**THE OHIO STATE UNIVERSITY**

COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES



# Author

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We are indebted to the original authors of the previous version of this publication, **Kathy Blackford** and **Ken Lafontaine**.

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# References

Adapted from Kansas State University Agricultural Experiment Station and Cooperative Extension Service *4-H Secretary's Record Book*, June 2005.

*Huron County 4-H Secretary's Manual*, Bonnie Malone, Extension Educator.

Secretary, *Ohio 4-H Club Officer's Guide*. (2002). The Ohio State University.

Is this your first year serving as secretary? More information is in the *Secretary's Resource Guide* available at **[ohio4h.org/officerresources](https://ohio4h.org/officerresources)**.

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# Secretary

## Welcome

Congratulations on your new role as your 4-H club's secretary. Your club members have bestowed upon you both an honor and a responsibility. This record book will help prepare you to be successful. Use the *Secretary's Resource Guide* to keep accurate minutes and other records for your club. Good luck!

## Officer's Role in the Club

Serving as a club officer means you are part of a team. The team's responsibility is to hold a club meeting that is both well run and fun. The officers should meet with their club advisor before the meeting so that they are prepared to run the meeting and to help the club make decisions.

## Your Role as the Secretary

- Act as chairman if the president and vice president are both absent.
- Keep an accurate record of all meetings and special activities.
- Maintain a list of all members and their attendance at meetings and activities.
- Call the roll of members at the president's request.
- Take notes during the meeting.
- Convert meeting notes into official minutes and sign them prior to the next meeting.
- Stand up to read complete and accurate minutes at every meeting.
- Correct the minutes as directed by the president.
- Have the president sign the minutes after they are approved.
- Recording the treasurer's report and other officers' reports in the minutes.
- Record committee reports in the minutes.
- Restate motions and look up items in the minutes at the president's request.
- Remind the president of unfinished business.
- Share correspondence with the club.
- Write letters as directed by the club.
- Keep a current list of all officers, advisors, and committees.
- Maintain a current copy of the club's program, constitution, and bylaws.
- Turn in the completed book at the end of the year for the club's permanent records.

# My Officer Goals

After reviewing this record book and the resource guide, develop a plan for what you will do as secretary this year. Select activities from the items listed below. Feel free to be creative and add your own activities.

After Being Elected	Plan to Do (✓)	Plan to Complete By	Date Completed
Obtain a list of advisors, officers, and committees for your records.			
Read through minutes from the previous year to become familiar with important information to record in the minutes for this year.			
Make a list of items of business that were not completed in the previous year.			
Obtain a copy of the club's constitution and bylaws (if applicable) for your files.			

At Club Meetings	Plan to Do (✓)	Plan to Complete By	Date Completed
Take notes on Meeting Notes Worksheet at each meeting.			
Record attendance on the club roll.			
Stand and read minutes from the previous meeting when called upon by the president.			
Share any club correspondence since the last meeting.			
Record motions, seconds, and votes/outcome for each action that happens during the meeting.			
Assure club approves all fundraisers, club outings, and other club business before it happens.			
Complete the Yearly Financial Summary.			

Things to Do on Your Own	Plan to Do (✓)	Plan to Complete By	Date Completed
Attend an officer training program.			
Make a poster or exhibit for the club booth.			
Give a speech at a county speaking contest.			
Give a demonstration at a county demonstration contest.			

# Year \_\_\_\_\_ Club Roll

Name of Member	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Phone #
1.											
2.											
3.											
4.											
5.											
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Name of Member	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Phone #
41.											
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80.											

# Lists of Advisors and Officers

**Year** \_\_\_\_\_

## *Advisors*

[illegible]

## Officers

[illegible]

# List of Committees

When a committee is formed, write the names of the committee and the names of members appointed to the committee. List both standing and special committees.

\_\_\_\_\_ Committee

\_\_\_\_\_ Chairperson

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date formed \_\_\_\_\_ Date completed \_\_\_\_\_

\_\_\_\_\_ Committee

\_\_\_\_\_ Chairperson

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date formed \_\_\_\_\_ Date completed \_\_\_\_\_

\_\_\_\_\_ Committee

\_\_\_\_\_ Chairperson

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date formed \_\_\_\_\_ Date completed \_\_\_\_\_

\_\_\_\_\_ Committee

\_\_\_\_\_ Chairperson

\_\_\_\_\_

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\_\_\_\_\_

Date formed \_\_\_\_\_ Date completed \_\_\_\_\_

\_\_\_\_\_ Committee

\_\_\_\_\_ Chairperson

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date formed \_\_\_\_\_ Date completed \_\_\_\_\_

\_\_\_\_\_ Committee

\_\_\_\_\_ Chairperson

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date formed \_\_\_\_\_ Date completed \_\_\_\_\_

\_\_\_\_\_ Committee

\_\_\_\_\_ Chairperson

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date formed \_\_\_\_\_ Date completed \_\_\_\_\_

\_\_\_\_\_ Committee

\_\_\_\_\_ Chairperson

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date formed \_\_\_\_\_ Date completed \_\_\_\_\_



# Meeting Notes Worksheet

This form is used to keep notes for writing the minutes after the meeting.

## A. Opening

Pledge of Allegiance by \_\_\_\_\_

4-H Pledge by \_\_\_\_\_

Roll call was \_\_\_\_\_ and answered by:  
Members \_\_\_\_\_ Advisors \_\_\_\_\_ Number of Parents \_\_\_\_\_ Guests \_\_\_\_\_ attending.

## B: Officer Reports

Minutes of last meeting approved as (circle one): read corrected

Correspondence: \_\_\_\_\_

Treasurer Report: \_\_\_\_\_

Other Officers

Reporter: \_\_\_\_\_

Historian: \_\_\_\_\_

Other: \_\_\_\_\_

Leaders: \_\_\_\_\_

## C. Committee Reports

Committee: \_\_\_\_\_ by: \_\_\_\_\_  
motion \_\_\_\_\_ pass/fail

Committee: \_\_\_\_\_ by: \_\_\_\_\_  
motion \_\_\_\_\_ pass/fail

## D. Unfinished/Old Business

\_\_\_\_\_  
\_\_\_\_\_

## E. New Business

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

## F. Announcements (county dates and reminders, upcoming activities)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**G. Adjournment:** move by \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

**H. Program:** \_\_\_\_\_

**I. Refreshments** provided by: \_\_\_\_\_

**J. Next meeting** will be held on \_\_\_\_\_

# Meeting Minutes Report Form

Location: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Number Present: Members \_\_\_\_\_ Advisors \_\_\_\_\_ Parents \_\_\_\_\_ Guests \_\_\_\_\_ Total Present \_\_\_\_\_

Write your minutes in the space below or type them on your computer and attach a copy.

[illegible]

Secretary's Signature \_\_\_\_\_ President's Signature \_\_\_\_\_

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Other: \_\_\_\_\_

Leaders: \_\_\_\_\_

## C. Committee Reports

Committee: \_\_\_\_\_ by: \_\_\_\_\_  
motion \_\_\_\_\_ pass/fail

Committee: \_\_\_\_\_ by: \_\_\_\_\_  
motion \_\_\_\_\_ pass/fail

## D. Unfinished/Old Business

## E. New Business

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

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**G. Adjournment:** move by \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

**H. Program:** \_\_\_\_\_

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Secretary's Signature \_\_\_\_\_ President's Signature \_\_\_\_\_

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motion \_\_\_\_\_ pass/fail

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\_\_\_\_\_  
\_\_\_\_\_

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[illegible]

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# Meeting Notes Worksheet

This form is used to keep notes for writing the minutes after the meeting.

## A. Opening

Pledge of Allegiance by \_\_\_\_\_

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Historian: \_\_\_\_\_

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Leaders: \_\_\_\_\_

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motion \_\_\_\_\_ pass/fail

Committee: \_\_\_\_\_ by: \_\_\_\_\_  
motion \_\_\_\_\_ pass/fail

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\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**H. Program:** \_\_\_\_\_

**I. Refreshments** provided by: \_\_\_\_\_

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Secretary's Signature \_\_\_\_\_ President's Signature \_\_\_\_\_

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Other Officers

Reporter: \_\_\_\_\_

Historian: \_\_\_\_\_

Other: \_\_\_\_\_

Leaders: \_\_\_\_\_

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Committee: \_\_\_\_\_ by: \_\_\_\_\_  
motion \_\_\_\_\_ pass/fail

Committee: \_\_\_\_\_ by: \_\_\_\_\_  
motion \_\_\_\_\_ pass/fail

## D. Unfinished/Old Business

\_\_\_\_\_  
\_\_\_\_\_

## E. New Business

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

## F. Announcements (county dates and reminders, upcoming activities)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**G. Adjournment:** move by \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

**H. Program:** \_\_\_\_\_

**I. Refreshments** provided by: \_\_\_\_\_

**J. Next meeting** will be held on \_\_\_\_\_

# Meeting Minutes Report Form

Location: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Number Present: Members \_\_\_\_\_ Advisors \_\_\_\_\_ Parents \_\_\_\_\_ Guests \_\_\_\_\_ Total Present \_\_\_\_\_

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[illegible]

Secretary's Signature \_\_\_\_\_ President's Signature \_\_\_\_\_

# Meeting Notes Worksheet

This form is used to keep notes for writing the minutes after the meeting.

## A. Opening

Pledge of Allegiance by \_\_\_\_\_

4-H Pledge by \_\_\_\_\_

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Other Officers

Reporter: \_\_\_\_\_

Historian: \_\_\_\_\_

Other: \_\_\_\_\_

Leaders: \_\_\_\_\_

## C. Committee Reports

Committee: \_\_\_\_\_ by: \_\_\_\_\_  
motion \_\_\_\_\_ pass/fail

Committee: \_\_\_\_\_ by: \_\_\_\_\_  
motion \_\_\_\_\_ pass/fail

## D. Unfinished/Old Business

\_\_\_\_\_  
\_\_\_\_\_

## E. New Business

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

## F. Announcements (county dates and reminders, upcoming activities)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**G. Adjournment:** move by \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

**H. Program:** \_\_\_\_\_

**I. Refreshments** provided by: \_\_\_\_\_

**J. Next meeting** will be held on \_\_\_\_\_

# Meeting Minutes Report Form

Location: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Number Present: Members \_\_\_\_\_ Advisors \_\_\_\_\_ Parents \_\_\_\_\_ Guests \_\_\_\_\_ Total Present \_\_\_\_\_

Write your minutes in the space below or type them on your computer and attach a copy.

[illegible]

Secretary's Signature \_\_\_\_\_ President's Signature \_\_\_\_\_

# Meeting Notes Worksheet

This form is used to keep notes for writing the minutes after the meeting.

## A. Opening

Pledge of Allegiance by \_\_\_\_\_

4-H Pledge by \_\_\_\_\_

Roll call was \_\_\_\_\_ and answered by:  
Members \_\_\_\_\_ Advisors \_\_\_\_\_ Number of Parents \_\_\_\_\_ Guests \_\_\_\_\_ attending.

## B: Officer Reports

Minutes of last meeting approved as (circle one): read corrected

Correspondence: \_\_\_\_\_

Treasurer Report: \_\_\_\_\_

Other Officers

Reporter: \_\_\_\_\_

Historian: \_\_\_\_\_

Other: \_\_\_\_\_

Leaders: \_\_\_\_\_

## C. Committee Reports

Committee: \_\_\_\_\_ by: \_\_\_\_\_  
motion \_\_\_\_\_ pass/fail

Committee: \_\_\_\_\_ by: \_\_\_\_\_  
motion \_\_\_\_\_ pass/fail

## D. Unfinished/Old Business

\_\_\_\_\_  
\_\_\_\_\_

## E. New Business

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

## F. Announcements (county dates and reminders, upcoming activities)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Location: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Number Present: Members \_\_\_\_\_ Advisors \_\_\_\_\_ Parents \_\_\_\_\_ Guests \_\_\_\_\_ Total Present \_\_\_\_\_

Write your minutes in the space below or type them on your computer and attach a copy.

[illegible]

Secretary's Signature \_\_\_\_\_ President's Signature \_\_\_\_\_





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.

**ohio4h.org**

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