

Geauga County

4-H Secretary's Book



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.

Due October 1st in the Extension Office

Club Name _____

Name of Secretary _____

Club Leader _____

Year 2018-2019



Duties of the Club Secretary

As secretary, your responsibilities include:

- Keeping accurate records of all club meetings, activities, events, etc.
- Maintaining a list of all club members and advisors and their attendance at meetings and activities.
- Being a key leader in the 4-H club.

Keeping Minutes:

Minutes are the official club record of all transacted club events. The minutes should be accurate and complete, neatly written, and should be able to be understood by anyone who reads them. Minutes should record the business in the exact order it occurred. Reports of committees, chairs, presentations, demonstrations, guest, etc. should also be included in the minutes.

Minutes should Contain:

- Name of club, date, time, and meeting place.
- Name of presiding officer.
- Roll call, if taken. Number of members/advisors present.
- An accurate treasurer's report that shows previous balance along with any transactions made and the current balance.
- Business transacted. Making note of motions proposed, who proposed the motion, the exact phrasing of the motion, who motioned the "second", and if the motion carried or lost (passed or failed).
- Any old business covered.
- New business discussed.
- Committee reports.
- Acknowledgement of services to the club such as demonstrations, speakers, activities, refreshments, etc.
- A statement that the meeting was adjourned.
- Signature and title of person recording the minutes.

Usual Order of Business for a 4-H Club Meeting

1. Call to order
2. Pledge of Allegiance and 4-H Pledge
3. Roll Call and Introduction of visitors
4. Minutes of the previous meeting.
5. Reading of Communications
6. Treasurer's Report
7. Other Officer's Reports
8. Committee Reports
9. Unfinished (old) Business
10. New Business
11. Advisor's Reports and Announcements
12. Adjourn the Business Meeting
13. Recreations/Refreshments

** Programs (speakers/demonstrations) – may be placed after roll call or after the meeting had been adjourned.

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Setting Club Goals for the 4-H Year

The beginning of the year is a great time to start thinking about club goals. What would the club like to do or learn in 4-H this year? Set aside time during the first few meetings of the New Year and brainstorm some ideas. List possible goals and accomplishments and what the clubs plan is to reach these goals. You may want to include your advisors in helping determine realistic goals for the 4-H year.

Club goals for the year.	Club plan to reach our goals.

Program Plan

Use this program calendar to help your club reach its goals.

Month	Meeting, Program, Activity	Committee or Members Responsible	Supporting Advisor(s)
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

Contacts

(Club Name)

(Year)

Officers

Name

Phone

President

Vice President

Secretary

Treasurer

Health Officer

Safety Officer

News Reporter

Recreational Leader

Advisors

Name

Phone

Head Advisor

Project Advisor

Project Advisor

Activities Advisor

Activities Advisor

Cloverbud Advisor

Committees

Name of Committee

Committee Members

(Committee Chair)

(Committee Advisor)

(Committee Advisor)

Name of Committee

Committee Members

(Committee Chair)

(Committee Advisor)

(Committee Advisor)

Committees

Name of Committee

Committee Members

(Committee Chair)

(Committee Advisor)

(Committee Advisor)

Name of Committee

Committee Members

(Committee Chair)

(Committee Advisor)

(Committee Advisor)

Lined area for meeting minutes.

Meeting Adjourned by: _____ Seconded: _____

Next Meeting – Date, Time, Location: _____

Activities Planned: _____

Signature of Secretary _____ Date: _____

Meeting Adjourned by: _____ Seconded: _____

Next Meeting – Date, Time, Location: _____

Activities Planned: _____

Signature of Secretary _____ Date: _____

Meeting Adjourned by: _____ Seconded: _____

Next Meeting – Date, Time, Location: _____

Activities Planned: _____

Signature of Secretary _____

Date: _____

Meeting Adjourned by: _____ Seconded: _____

Next Meeting – Date, Time, Location: _____

Activities Planned: _____

Signature of Secretary _____ Date: _____

Blank lined area for meeting notes.

Meeting Adjourned by: _____ Seconded: _____

Next Meeting – Date, Time, Location: _____

Activities Planned: _____

Signature of Secretary _____ Date: _____

Minutes of the _____ 4-H Club Meeting

Date of Meeting: _____ **Time called to order:** _____

Place of Meeting: _____

Number of Members present: _____ **Advisors present:** _____ **Visitors present:** _____

Call to Order _____

Secretary’s Report _____

Treasurer’s Report _____

Business _____

Meeting Adjourned by: _____ Seconded: _____

Next Meeting – Date, Time, Location: _____

Activities Planned: _____

Signature of Secretary _____ Date: _____

Meeting Adjourned by: _____ Seconded: _____

Next Meeting – Date, Time, Location: _____

Activities Planned: _____

Signature of Secretary _____ Date: _____

Meeting Adjourned by: _____ Seconded: _____

Next Meeting – Date, Time, Location: _____

Activities Planned: _____

Signature of Secretary _____

Date: _____

[Multiple horizontal lines for notes]

Meeting Adjourned by: _____ Seconded: _____

Next Meeting – Date, Time, Location: _____

Activities Planned: _____

Signature of Secretary _____ Date: _____

4-H Motto, Emblem, Pledge, Creed, and Colors

Part of the history of any organization is the philosophy of the people who help to guide its growth.

The 4-H Motto:

“To make the best better”

The 4-H Pledge Says:

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.

The 4-H Emblem:

The 4-H Emblem is a four-leaf clover with the letter "H" in each leaf. The four H's stand for head, heart, hands, and health. The leaves of the clover are green and the H's are white.

The 4-H Creed Says:

I believe in 4-H work for the opportunity it gives me to become a useful citizen. I believe in the training of my head for the power it will give me to think, plan, and reason. I believe in the training of my hands for the ability it will give me to become helpful, useful, and skillful. I believe in the training of my health for the strength it will give me to enjoy life, to resist disease, and to work efficiently. I believe in my country, my state, and my community, and in my responsibilities for their development. In all these things I believe, and I am willing to dedicate my efforts to their fulfillment.

The 4-H Colors:

Green and White

White symbolizes purity and high ideals.

Green is Nature's most abundant color and is emblematic of springtime, life, youth, and growth.

