

Michigan 4-H Secretary's Record Book



MICHIGAN STATE
UNIVERSITY
EXTENSION
Bringing Knowledge to Life



4-H Youth Development
Children, Youth and
Family Programs

4-H Emblem

A four-leaf clover with the letter “H” on each leaflet. This emblem – symbolizing the four-fold development of head, heart, hands and health – is protected under federal law.

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.

4-H Motto

To make the best better

4-H Colors

4-H colors are green and white.

Table of Contents

Introduction	1
Overview	1
Michigan 4-H Youth Development’s Mission Statement	1
Philosophical Statement (Michigan 4-H Youth Development’s Guiding Principles)	1
Use of This Book	2
Who Should Use It	2
How Should It Be Used	2
About Being A 4-H Officer	2
4-H (and Its Records) Is Publicly Owned	2
Being the Secretary of a Public Group	2
The Secretary’s Responsibilities	2
Program Planning	3
Club Program for the Year	3
Secretarial Reporting	4
General Information	4
Roll Call of Members	4
The Secretary’s Report (a.k.a. “The Minutes”)	6
Minutes of Committee Meeting	6
The Club Information Form	6
The Committee Information Form	6
Membership Directory	6
Appendices: Blank Forms	9
A. Club Information	10
B. Club Program for the Year	11
C. Committee Information	12
D. Membership Directory	13
E. Minutes of Meeting	14
F. Minutes of Committee Meeting	15
G. Roll Call of Members	16

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Introduction

Overview

The purposes of this publication are to:

- Detail the role and responsibilities of Michigan 4-H club and group secretaries.
- Establish a common understanding of the definitions, tools and expectations that pertain to secretaries of 4-H clubs and groups, and to county council, board and committee secretaries.
- Provide 4-H secretaries with the information they need to perform their responsibilities correctly and keep accurate records.
- Provide parents and volunteers with the information they need to guide club and group secretaries in accord with their supportive role.

Michigan 4-H Youth Development's Mission Statement



Our mission is to create nonformal, educational opportunities to help youth thrive in a complex and changing world.

Philosophical Statement

(Michigan 4-H Youth Development's Guiding Principles)

The purpose of the 4-H Guiding Principles is to provide direction for MSU Extension 4-H Youth Development's learning materials, program planning, implementation, evaluation and priority setting so that 4-H'ers get from their 4-H experience the skills and opportunities they need for positive growth and development. Of the seven 4-H Guiding Principles, the following five are distinctly related to this publication.

1. Youth develop positive relationships with adults and peers.

When put into action, this principle means that volunteers and members are available and accessible to each other for information, guidance and support. It means that both adults and youth develop relationships that help them feel like they belong and are connected. The activities and experiences of the group are shared and they serve to build trust and foster honest and open communication.

3. Youth are actively engaged in their own development.

When put into action, the goal of this principle is for youth to increase their personal competence and sense of well-being. A variety of opportunities and experiences are offered that encourage youth and the adults working with them to explore, discuss and reflect on ethical values, personal interests, strengths and accomplishments. These opportunities have purpose and meaning; they foster a young person's positive sense of self and view of the future. They also provide opportunity to recognize youth for both their participation and their achievement.

4. Youth are considered participants rather than recipients in the learning process.

When put into action, this principle means that youth are provided a variety of opportunities, in different contexts, that respect the way they learn and encourage their active participation in what and how they learn. Young people share the decision-making, planning and implementation of their learning experiences. Young people and adults also work together to overcome barriers to participation such as cost, scheduling and transportation.

5. Youth develop skills that help them succeed.

This principle ensures that young people in 4-H have hands-on opportunities to learn and develop the skills they need to be successful as adults. Youth identify, develop, practice and are able to speak about their skills. Young people develop skills by setting challenging, yet realistic, goals that are supported by their peers, their adult and older teen volunteers, their families and their communities.

7. Youth grow and contribute as active citizens through service and leadership.

The outcome of this principle is for young people to feel included and involved in their clubs, their communities and our world. This acknowledges that youth have significant roles to play and important contributions to make as stewards of our future. Youth are provided with experiences that help them become competent as caring leaders and citizens and recognize their role as stewards of their communities. This means that youth are informed about local and global needs, issues and opportunities. Youth are also provided meaningful opportunities to help make decisions that affect their communities and to also use their time, energy, and skills to benefit their communities and the people who live in them.

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Use of This Book

Who Should Use It

The group's secretary is encouraged to follow the steps and use the forms outlined in this book when taking meeting minutes and keeping records of 4-H and MSU Extension groups' business and decisions. Parents and volunteers should become familiar with the information in this book to help their club or group secretary with the required forms, reporting and record-keeping needed to perform the job of a group's secretary.

How Should It Be Used

When you need to complete a form, follow the instructions given. Then make a photocopy from the blank forms included in the Appendices and fill in the blanks. It is suggested that you keep the minutes in a three-ring binder. As always, if you have questions that require details not provided in this book, call your county MSU Extension office for guidance.

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About Being a 4-H Officer

As secretary, you – and all the other officers of your 4-H group – represent both your group and the 4-H program throughout the state. Your skills, abilities, standards, ideals, speech – and even your smiles – represent Michigan 4-H Youth Development. Representing others is one of an officer's most important responsibilities because it exists at all times, not just while you are at a 4-H meeting. Acting as your club's secretary will help you learn new skills and develop your abilities while serving others.

4-H (and Its Records) Is Publicly Owned

4-H clubs or groups are public groups, open to all without regard to race, color, national origin, age, disability, religion, political beliefs, gender, sexual orientation, marital status or family status. Since 4-H is a public organization, it is "owned" by the public, not by individuals the way a private company is owned. Therefore, the business groups conduct and the records they keep belong to the group, not to any one group member or leader. The public calls for a higher standard of accountability and integrity for public groups.

Being the Secretary of a Public Group

Because 4-H is a public group, a 4-H secretary's responsibilities are quite different from those of a private company's secretary. The secretary of a

private company is responsible to other company officers, and to the owners or stockholders for keeping accurate records of the company's business. By contrast, a 4-H group's secretary is responsible to other officers, members, adult leaders, Michigan State University and to the public.

The Secretary's Responsibilities

The 4-H club secretary keeps accurate records of all business conducted and all decisions made by the club. This responsibility requires honesty, integrity and cooperation with the group's members and leaders. You can meet the high standards required of a 4-H secretary by studying and following the record-keeping methods found in this book. These standards apply whether a group has 5 members or 100. Conflicts may arise if records are not kept accurately and carefully. You can protect yourself and your 4-H group from conflict by being responsible, careful and accurate when you handle your secretarial duties.

Check the following items to signify that you understand and accept these responsibilities.

- Before the business meeting, I will:
 - Arrange all correspondence (letters, cards) received since the last meeting in convenient order and take them to the meeting.
 - Be sure to have an up-to-date roll of members for convenient checking of attendance.

- Arrive at the meeting place ahead of time and I will discuss items of business with my group leaders and club president before the meeting begins.
 - Have a list of standing and special committees with the duties of each.
 - Check the minutes of the last meeting for old business such as tabled or postponed motions. I will be prepared to call old business to the club's attention.
- During the business meeting, I will:
- Sit near the president to make communication and accurate note taking easier.
 - Conduct roll call and keep an accurate record of attendance.
 - Read the minutes of the previous meeting. I will state any unfinished business left from the previous meeting.
 - Take accurate minutes of each meeting and I will record all actions (actions are formal decisions made by a motion and a vote) taken. I will write each motion as it is stated, restate the motion to the group before the vote is taken and then record the action taken.
 - Read any correspondence directed to the group.
- After the meeting, I will:
- Inform absent officers and committee members of actions that affect or involve them.
 - Inform absent members of their appointment to committees.
- Write letters sent from the group (for example, business correspondence, letters of request and thank-you notes).
 - Work with the reporter by giving him or her the information needed to prepare articles for the newspaper.
- I will keep a record of committees, the club members appointed to those committees and all committee reports.
- I will work cooperatively with other club officers.
- I will inform the president if I am going to be absent and I will give my records to the person the president designates as acting secretary so he or she can fulfill my duties at the meeting from which I am absent.

More information for club secretaries can be found in *Helping You Help Officers and Committees (4H1467)* available through your county MSU Extension office.



Program Planning

Club Program for the Year

Two to three weeks after the club organizes for the new program year, officers and leaders should meet to plan the club program. More information on club program planning can be found in *Helping You Help Officers and Committees (4H1467)*. This publication is available from your county MSU Extension office.

Write the final plan on the “Club Program for the Year” form found on page 11 of this book. Review the plan with the vice-president at each meeting to help club members prepare for future activities and responsibilities. Occasionally, review the plan at officers’ meetings to make changes, if needed. If programs are added after the beginning of the year, add these to the club program form.

Secretarial Reporting

General Information

Table I below provides an overview of 4-H secretarial reports and forms. They are listed by the time when they are due. Each report – except for the “Club Program of the Year” form – is detailed in the pages that follow. The “Club Program of the Year” form was described on page 3 under the “Program Planning” section of this book.

Roll Call of Members

It is the responsibility of the secretary to keep an accurate record of each member’s attendance. Therefore, at each meeting, the secretary will conduct a roll call to record the members present and the activities, if any, in which they participate. During the business meeting the president will ask

the secretary to take roll call. He or she will say: “The secretary will please call the roll.” You will remain seated and announce how roll call is to be answered and then you will call the names of the members. A sign-in sheet might be an alternative for larger clubs.

Use a checkmark (“✓”) when the member is present and an “A” for an absent member. You will also indicate which members make a presentation or lead the recreation. Figure 1, on page 5 is a sample of a completed roll call form. A blank roll call form is found on page 16.

After roll call has been taken, all visitors are introduced to the group. The secretary records the names of any new club members, and of the visitors who are present.

Table I. 4-H Secretarial Report Overview.

Report	Who Must Complete	When Completed	Where Completed or Presented
Roll Call of Members	Each group’s secretary	At each meeting	At each meeting
Meeting Minutes	Each group’s secretary	Taken at each meeting	Read at the following meeting
Minutes of Committee Meeting	Each committee’s secretary	Taken at each committee meeting	Read at a regular meeting following the committee meeting
Club Information	Each group’s secretary	Annually, when the club organizes	Kept with secretary’s records and revised as needed
Committee Information	Each group’s secretary	Annually, when the club organizes	Kept with secretary’s records and revised as needed
Membership Directory	Each group’s secretary	Annually, when the club organizes	Kept with secretary’s records and revised as needed
Club Program for the Year	<ul style="list-style-type: none"> • Officers and leaders develop the plan • The group secretary completes the outline of the final plan 	Two to three weeks after the club organizes	<ul style="list-style-type: none"> • The plan is reviewed with the group’s vice-president at each meeting. • Occasionally, the plan is reviewed at officers’ meetings to make changes.



Roll Call of Members Form

Club Name 4-H Smart Clovers Club

Attendance Record for September 1, 2009 to August 31, 2010

Enter "✓" if member is present, "A" if member is absent.)

4-H Member	9/26 Regular meeting	10/24 Bake sale	11/28 Regular meeting	12/19 Holiday party	1/24 Regular meeting	2/14 Valentine party @ Sr. Center	3/28 Regular meeting	4/25 Regular meeting	5/25 Family fun night	6/21 Regular meeting	7/25-29 Fair	8/23 Car wash
Jim Christiansen	A	✓	Led recreation	✓	✓	✓	✓	A	✓	✓	✓	✓
Kerri Culver	✓	A	✓	✓	✓	✓	✓	✓	✓	A	✓	✓
Marissa Fortier	Led recreation	✓	✓	✓	A	✓	✓	A	✓	✓	✓	✓
George Gonzales	Presented project	✓	✓	✓	✓	✓	A	✓	✓	A	✓	✓
Mai Kwon	A	✓	At Nat'l Congress	✓	✓	✓	✓	✓	✓	Led recreation	✓	✓
Forrest Rutkowski	✓	✓	✓	A	✓	✓	✓	Presented project	A	✓	✓	✓
Alexis Theodakis	✓	✓	At Nat'l Congress	✓	✓	✓	Led recreation	✓	✓	✓	✓	At GLNR Camp
Petra Theodakis	✓	✓	✓	✓	✓	A	✓	Led recreation	✓	✓	✓	At GLNR Camp
Darriel Will	✓	✓	At Nat'l Congress	✓	Led recreation	✓	A	✓	✓	✓	✓	✓

Figure 1: Sample of completed roll call form

The Secretary's Report (a.k.a. "The Minutes")

The minutes a secretary takes at a meeting are his or her report. **Minutes report the facts** as they happened; they **never** include the secretary's (or any other member's) **opinion** on any action taken or discussed. To maintain the accuracy of the minutes, it is best to write them immediately after the meeting when the details are fresh in your memory. After the minutes have been accepted by the club, insert them in a three-ring binder, which will serve as your secretary's notebook. Minutes must contain certain information. The form on page 14, "Minutes of Meeting," includes space for that information. Make a copy of the form and use it, when you take the minutes at a meeting, to help you record all of the information you need and put it in the correct place.

In addition to the information mentioned above, good minutes should also include the following in the space provided for "Business Meeting":

- The kind of meeting (regular or special)
- The group or club's name
- The presiding officer's name
- The time the meeting was called to order
- Approval of the minutes from the previous meeting
- A summary of the treasurer's report (include the treasury balance and other pertinent information from the report.)
- Reports of the other officers and committees
- Complete motions (whether or not the motion passed), including the name of the person who made the motion (The name of the person who seconded the motion is not needed.)
- Important points of discussion, if they are of value for future reference
- The time the meeting was adjourned
- An outline of the program, event or activity
- The secretary's signature

To make it easier to see where these items belong, they are bolded in the sample of complete minutes (Figure 2, on page 7 of this book).

You will note that after the "Business Meeting" section is one entitled "Program" with space for "Demonstration," "Talk," "Presentation" and "Recreation." You will include information in these spaces as appropriate.

Minutes of Committee Meeting

The minutes taken at a committee meeting are similar to those taken at a regular meeting, the primary difference being that a committee meeting will not have a program. For this reason, the "Minutes of Committee Meeting" form on page 15 does not have a Program section. The committee chairperson or someone he or she designates should read this report at a regular meeting – preferably the one after the committee meeting is held – and then that person should provide a copy of the minutes to you for inclusion in the minutes of the regular meeting.

The Club Information Form

At the beginning of the 4-H year or whenever your group organizes, complete all the information requested on the "Club Information" form found on page 10 of this book. To keep your group's records up to date, insert new or changed information when it occurs. For example, if a member moves or you add new members or leaders during the year, be sure to revise this form. Figure 3 on page 8 is a sample of a completed "Club Information" form.

The Committee Information Form

At the beginning of the 4-H year, whenever your group organizes, or a new committee is formed, complete a "Committee Information" form (found on page 12 of this book) for each committee. To keep your group's records up to date, insert new or changed information when it occurs. For example, if a committee enlarges or decreases its membership, be sure to revise the form for that committee.

Membership Directory

At the beginning of the year, enter all of the information requested on the "Membership Directory" found on page 13 of this book so your group's records are up to date. If you have changes to your directory during the year, be sure to update the directory at the time of the changes.



Minutes of Meeting

Place: <i>The Old North Church</i>	Date: <i>November 28, 2009</i>
Members Present: <i>6</i>	Guests Present: <i>2</i>
Business Meeting: <i>The regular meeting of the 4-H Smart Clovers Club was held November 28, 2009 at the Old North Church. The meeting was called to order by Kerri Culver, president, at 7 p.m. Minutes of the previous meeting were read and approved with one revision, the balance in our treasury was \$448.77. The treasurer's report was given. Thanks to the success of last month's bake sale, the balance on hand is \$727.15.</i>	
<i>In the absence of our vice-president and chair of the program committee, Darriel Will, Forrest Rutkowski reported that the program committee had met and prepared the program for the year. He presented the plan to the group for approval. Marissa Fortier moved that the report be accepted and that a copy of the program be made for each member. The motion was seconded and carried by the group.</i>	
<i>The secretary read a letter from the county MSU Extension office informing us of updated Extension financial accountability guidelines that will have an impact on the way we keep track of the money in our treasury. After some discussion, it was apparent that we needed further information. George Gonzales moved that we invite our county 4-H educator to our next regular meeting on January 24, 2010 to discuss the guidelines with us. The motion was seconded and carried.</i>	
<i>The president appointed Jim Christiansen, Mai Kwon, Petra Theodakis and Darriel Will as a committee to work with Mrs. Drew to contact the senior resident center and get preliminary information so we can begin planning for the Valentine's Day Party we are going to hold for the residents. The committee is to report at our next meeting.</i>	
<i>Forrest Rutkowski moved the meeting be adjourned. The motion was seconded and carried. The meeting was adjourned at 7:35 p.m.</i>	
Program:	
• Demonstration:	
• Talk:	
• Presentation: <i>Responding to Emergencies" by Ms. Laurette Bissell and Mr. Tim Pearsall, paramedics.</i>	
• Recreation: <i>Celebrating" was the theme. Jim Christiansen asked each person to describe his or her favorite holiday tradition.</i>	

Respectfully submitted: _____ **Petra Theodakis**

(Secretary's signature)

These minutes were approved on: _____ *1/24/2010* _____ *Kerri Culver*

(Date)

(Presiding officer's signature)

Figure 2. Sample of completed minutes form.



Club Information

Club Name <i>4-H Smart Clovers Club</i>			
Record for September 1, 2009 to August 31, 2010			
Officer	Name	Telephone	Email Address
President	<i>Kerri Culver</i>	<i>387-2723</i>	<i>sunnykc@wazzoo.com</i>
Vice-President	<i>Darriel Will</i>	<i>432-5109</i>	<i>willdo@noisy.net</i>
Secretary	<i>Petra Theodakis</i>	<i>(012) 345-6789</i>	<i>petrathe@juniper.com</i>
Treasurer	<i>George Gonzales</i>	<i>387-1234</i>	<i>georgeg@coldmail.com</i>
Reporter	<i>Forrest Rutkowski</i>	<i>351-0011</i>	<i>forrester@goggles.net</i>
Recreation Leader	<i>Varies by meeting</i>		
Others (List)			
Committee	Chairperson		
<i>Community Service</i>	<i>Jim Christiansen</i>	<i>387-9876</i>	<i>bigjim@funrun.net</i>
<i>Party</i>	<i>Marissa Fortier</i>	<i>(987) 654-3210</i>	<i>iluvmycats@meow.net</i>
<i>Programs</i>	<i>Mai Kwon</i>	<i>(012) 345-6789</i>	<i>maikai@sunflower.com</i>
Administrative Leader			
<i>Mr. Jeff Michaels</i>		<i>325-1010</i>	<i>jmichaels@myjob.org</i>
Adult Project Leader	Project		
<i>Mrs. Elise Drew</i>	<i>Cake Decorating</i>	<i>432-5125</i>	<i>eedrew@bzb.k12.org</i>
<i>Ms. Jenna Rutkowski</i>	<i>Woodworking</i>	<i>351-0011</i>	<i>jen@woodcreations.org</i>
Youth Project Leader	Project		
<i>Tyler Drew</i>	<i>Photography</i>	<i>432-5125</i>	<i>tyd@coldmail.com</i>
<i>Logan Rappaport</i>	<i>Rabbits</i>	<i>351-8910</i>	<i>lograpper@wazzoo.com</i>

Figure 3. Sample of club information.

Appendices: Blank Forms

The following pages contain blank copies of the forms mentioned in the preceding pages. Please make photocopies of these forms as you need them, and then complete them.

The blank forms found here are:

- Appendix A: Club Information
- Appendix B: Club Program for the Year
- Appendix C: Committee Information
- Appendix D: Membership Directory
- Appendix E: Minutes of Meeting
- Appendix F: Minutes of Committee Meeting
- Appendix G: Roll Call of Members





Club Information

Club Name			
Record for September 1, _____ to August 31, _____			
Officer	Name	Telephone	Email Address
President			
Vice-President			
Secretary			
Treasurer			
Reporter			
Recreation Leader			
Others (List)			
Committee	Chairperson		
Administrative Leader			
Adult Project Leader	Project		
Youth Project Leader	Project		



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