Secretary book end of year information:

Books need to be turned in to the Extension Office by Tuesday, January 17, 2023. The 4-H Advisory Council will review the books. Please make sure to read through the list provided below for guidelines.

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

Advisor(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guidelines for review- Secretary Book

The following criteria will be used to evaluate the secretary books:

Check in the square for each item you have completed in the secretary’s book

* Club name on the front of the book.
* Secretary’s name and age on the first page.
* **Paragraph written, signed, and dated by secretary on what they have learned from this office. Paragraph should be on a separate piece of paper and included in your folder/binder.**
* Book is neat, clean and readable.
* Minutes should include:
  + Name of club or group
  + Date, hour, and place of meeting
  + Name of the presiding officer
  + Approval of previous minutes and treasurer’s report
  + Motions made and action taken. (Name of member who made the motion and the person who seconded the motion, indicate if motion passed or failed).
  + Brief description of special educational programs, a list of demonstrations, health and safety talks, names of presenters, etc.
  + Signature of secretary and president on all minutes
* Include in secretary’s book:
  + Two newspaper clippings or two photos taken at club meetings
  + Club constitution
  + Club program for the year:
    - Meeting dates and times
    - List of advisors
    - List of club officers
    - Planned activities- club tours, family picnic, Cedar Point trip, etc.
    - Special educational programs- topics specific to members’ interests
* Membership Roll for meeting should be completed.
* Submit to the Extension Office by January 17, 2023.