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.