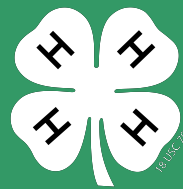


Secretary



The Secretary maintains attendance records and takes detailed notes of all club meetings. The Secretary is elected for a one-year term by being nominated and voted into office. As Secretary, you play an important role in the recordkeeping of the club.

Before Meeting

- Keep an updated member list.
- Understand the basic rules for running meetings.
- Print copies of your neatly typed minutes to read and have approved by the members.
- Inform the President and club leaders if you will be absent from a meeting. Send them your minutes to be read and approved, if so.

During Meeting

- Distribute the minutes to the officers, leaders, and members.
- Take attendance at each meeting. Have a fun question or response for roll call, like "What is your favorite animal?"
- Record detailed notes of each meeting. Write down motions made and who makes and seconds them.
- Update the minutes with any corrections mentioned at the meeting.
- Read any correspondence (letters, notes) that the club receives.

After Meeting

- Neatly type up your meeting minutes within a day or two after the meeting, while it's still fresh in your mind.
- Write and send any correspondence needed (thank you notes, etc).
- Complete the Secretary's Record Book and give it to the club leader at the end of the 4-H year.



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