



CANADA
4-H PEI

4-H PEI SECRETARY

Record Book

Club Name

Club Executive

Secretary: _____

President: _____

Vice President: _____

Treasurer: _____

Club Reporter: _____

Important Information

Dates

Club Meetings

September _____
October _____
November _____
December _____
January _____
February _____
March _____
April _____
May _____
June _____

Special Events

Contacts

Provincial 4-H Office

Name 4-H PEI Office

Email 4hpei@pei4h.ca

Phone 902-368-4833

Website: www.pei4h.ca

Other

Club Overall Leader

Name

Email

Phone

Other

4-H Specialist

Name

Email

Phone

Other

SECRETARY

Congratulations!

Your fellow 4-H'ers have elected you as the **Secretary** for your 4-H Club!

The Secretary is responsible for keeping a detailed record of what happens at each Club meeting throughout the 4-H year.

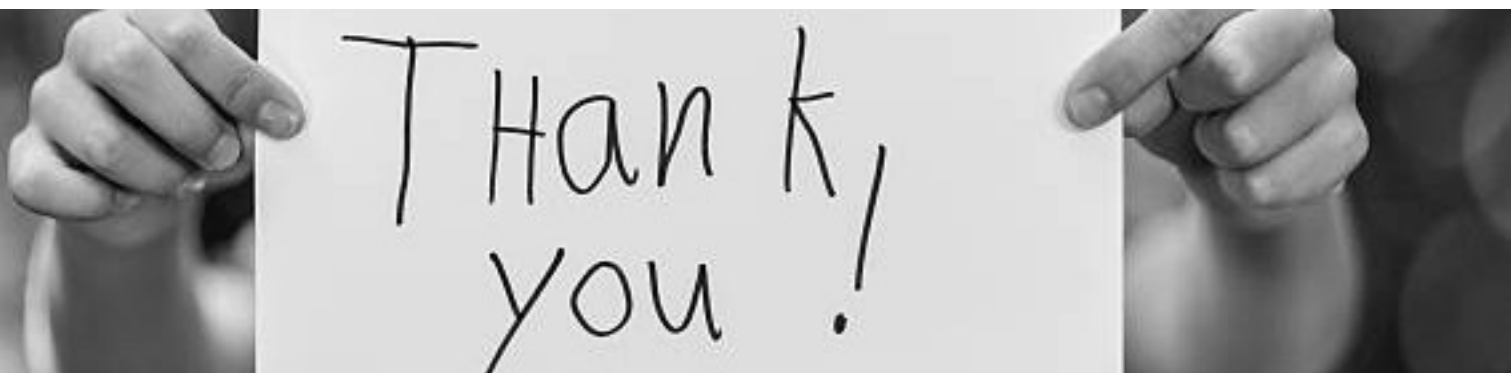
Your main job is to “take minutes” at the meeting, which means that you will write down what has been said, what has been decided and the actions that need to be carried out. This documentation becomes part of the permanent club record. Once the year is over, you should not discard the minutes you have documented in this record book. The record book should be put on display at Achievement Day and then given to your Overall Leader or 4-H Specialist to file with the club's records.

What is the purpose of keeping minutes?

The minutes will provide club members and leaders with an accurate record of previous meeting(s). Your Club is depending on you to have very good attendance, to be present and alert at meetings.

What else am I responsible for?

- ✓ Maintaining Club Records - ensure that your record book is complete and that it is saved with records from past years.
- ✓ Complete roll call and record attendance at the club meeting - see the next page for details
- ✓ Read or circulate the Minutes of last meeting - see the next page for details
- ✓ Document the minutes and keep notes on all motions and happenings at the club meeting - at the meeting you should make a “rough draft” of the minutes that you can later rewrite as a “good copy” in this record book.
- ✓ Correspondence - though you may not be the receiver of correspondence, you should be the one to share any special letters, thank you cards, etc. at the meeting. You should then include those items in the pocket provided in this record book for safe keeping.
- ✓ Helping to plan the meeting agenda - this is the job of the president, however, you should also help ensure that nothing has been missed in old or new business according to your minutes from the previous meeting.
- ✓ In the event that the President and Vice are absent, it will be your job to act as the Chairperson to ensure that the meeting runs smoothly.
- ✓ Write and send thank you notes to guest speakers, volunteers, etc. as directed (and with the assistance of the Overall Leader)





Preparation and Follow Up

Meetings don't *just* happen.. It takes work and preparation before the meeting to ensure meetings are effective.

As Secretary you should prepare your "good copy" of the minutes as soon as possible after the meeting so that details are fresh in your mind.

Additionally, if there are follow up tasks in the minutes that were assigned to you, you should complete them in a timely manner. For instance, if you were asked to send a thank you card to the volunteer presenter, the best etiquette would be to send it within a week or two at most.

It is perfectly acceptable (and environmentally friendly!) for you to read the minutes at each meeting rather than printing paper copies. However, if you plan to provide paper copies, be sure to do so a night or two before the meeting. Give yourself, or the person helping you, time. You may also consider emailing the minutes or posting them to a Facebook group for members and leaders to review. A scan or a clear photo of your minutes from this record book would work just fine!

Lastly, arrive at the Club meeting early. As a member of the executive, and in particular "the person who has to do all the writing," it is important to be settled and ready to go when the meeting is called to order. Walking in last minute can leave you feeling rushed and disorganized.

Writing a Thank You Card

Keep it simple!

1. **Begin with a greeting**
ie. Hello, Dear Mr. D, or use the recipient's name to begin
2. **Offer your thanks (and be specific!)**
Thank you for your generous donation, it will help our Club to... or thank you for volunteering your time to share your knowledge about _____ to our Club.
3. **Add a personal comment or anecdote**
This could be a memory of the presentation or wishing the recipient well
4. **Sign politely**
*"With gratitude" or "Kind regards"
You may also consider singing your name and adding 'on behalf of the _____ 4-H Club"*
5. **Mail promptly!**

How do I record minutes?

Follow the order of the meeting

Date
Time
Location

1. Call to Order

Meeting was called to order at 7pm

2. 4-H Pledge

The 4-H Pledge was recited, lead by First & Last Name.

3. Roll Call

At this time you will complete roll call
Try some different methods of gathering roll call, i.e. have members respond with their favorite movie, Christmas tradition etc. rather than the tradition way of saying "here." This is a great way to encourage new and younger members to speak at meetings.
Record attendance on the chart provided in this record book.

4. Reading of the Minutes from the last meeting

Option 1: The secretary will read the minutes from the last meeting
Option 2: The secretary (or Overall Leader) will provide a paper copy of the minutes from the last meeting for the members and leaders to read over.
Minutes were read by First & Last Name
OR
Minutes were circulated to members and leaders.

5. Approval of the Minutes

The Chair will ask if there are there any additions or corrections to the minutes?
- *If no*, the chair states: The minutes stand approved as read and then ask for a motion with a seconder.
- *If yes*, the corrections are made and the Chair will ask: Are there any further corrections to the minutes?
- Once all corrections are made, the chair will ask for someone to approved the minutes as corrected, followed by someone to second.

5. Con't

First & Last Name made a motion to accept the minutes as read. First & Last Name seconded the motion.

OR

First & Last Name made a motion to accept the minutes as amended. First & Last Name seconded the motion.

6. Correspondence

Document any correspondence that was received. No need to go into detail, just point form: A thank you card was received from the Human Society for our Club's donation in December.

7. Treasurer's Report

First & Last Name read the Treasurer's Report. First Name of Treasurer moved that the report be accepted as read. Seconded by First & Last Name.

First & Last Name made a motion to pay the \$50 rental fee to the community hall. Seconded by First and Last Name.

8. Committee Reports

A report with only information does not require any action (ie. Provincial Report given by Overall Leader) and can be document in point form. However, a report that includes a recommendation will need a motion.

9. Unfinished (old) Business

Document as discussed

10. New Business

Document as discussed

11. Adjournment

First & Last Name moved to adjourn the meeting at 7:45pm.

12. Program

Make note of what program followed.



Making & Recording Motions

Motions are the most important thing to record in your minutes. When recording a motion, you must write it **exactly how it was said**. Be sure to record who made the motion and who seconded it. You must also include if it was carried or defeated. If at any time you need something repeated, don't be afraid to stop the meeting and clarify. Also know your parliamentary procedure, as written below:

1. Member A raises hand or otherwise gets the chair's attention.
2. Chair recognizes Member A
i.e. The chair recognizes Tina. In less formal clubs, the chair may say, Yes, Tina - go ahead.
3. Member A rises and states, *I move/make a motion that...*
4. Chair asks, *is there a seconder?*
5. Member B raises hand or rises.
6. Chair recognizes Member B.
7. Member B states, *I second the motion.*
8. Chair asks, *Is there any discussion?*
9. As members are recognized by chair, they add their comments, questions, etc.
10. When the chair feels that everyone who wants to has added their comments, chair asks Member A, *Are you ready for the motion?*
11. Member A says, *Motion please*
12. Chair says, *Will the secretary please read the motion?*, or states, *A motion has been made to ... All in favour, please raise your hand/say 'yes'. (pause a moment to count the vote). Any opposed, please raise your hand/say 'no'.*
13. Chair announces the result of the vote. *The motion is carried/defeated.*

It is a good idea to repeat the motion to the club after you have written it down, and before they vote, to ensure you have recorded it properly, and also that everyone knows what they are voting on. It is uber-important to make sure to record who made the motion and seconded it, and whether or not it was carried.

Meeting Minutes:

Date _____

Location: _____

Time: _____

1. Welcome and Call to Order by _____

2. 4-H Pledge, lead by _____

3. Roll Call Number of members present: _____ Number of leaders present: _____

4. Minutes of the Meeting Circulated Read by _____

Read by _____

Changes or additions: _____

Motion: _____

Seconded by _____

5. Correspondence _____

6. Treasurer's Report, presented by _____

Motion: _____

6. Committee Reports (if any) _____

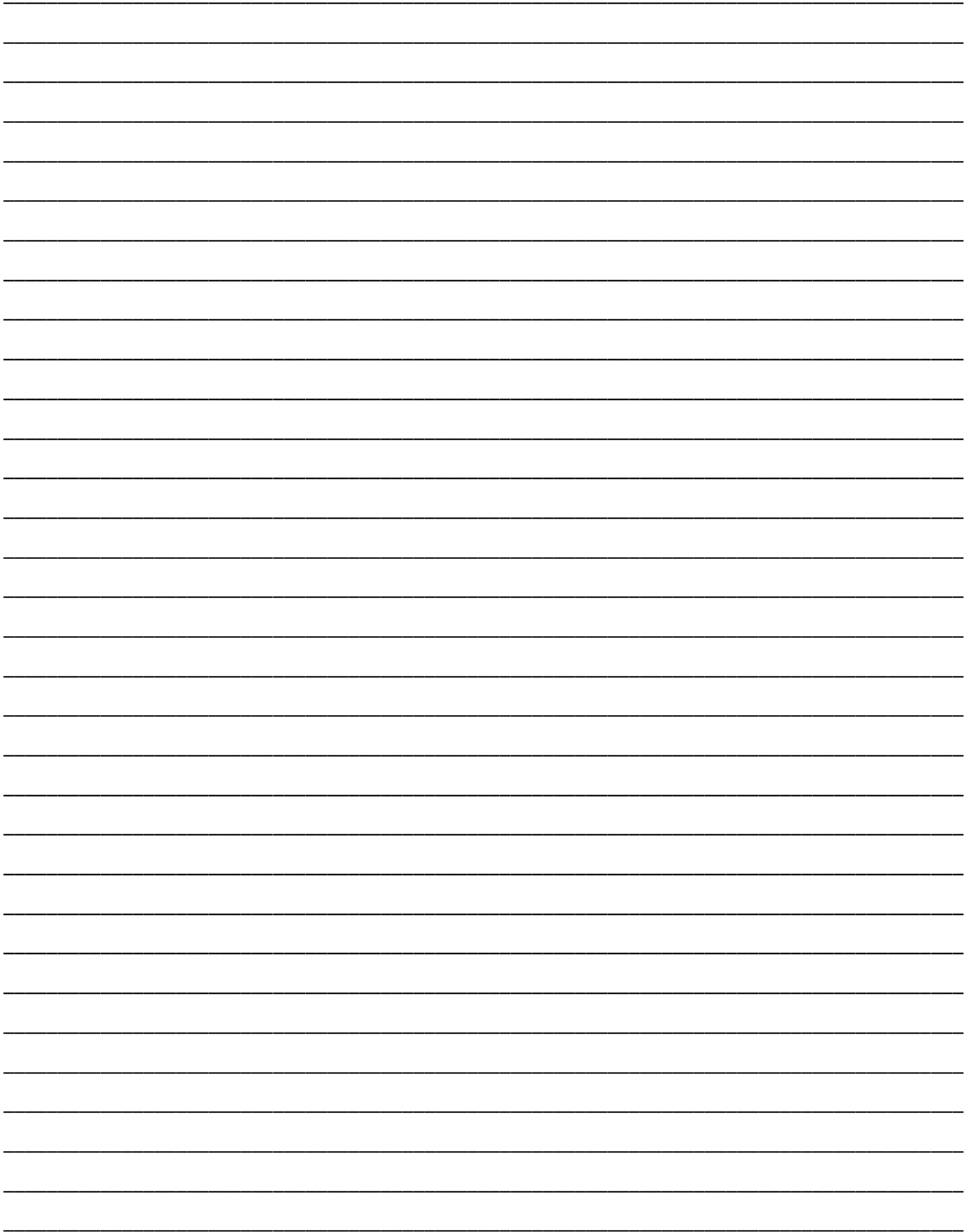
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9. New Business _____

10. Meeting adjourned by _____

11. Program / Social _____

President _____ Secretary _____



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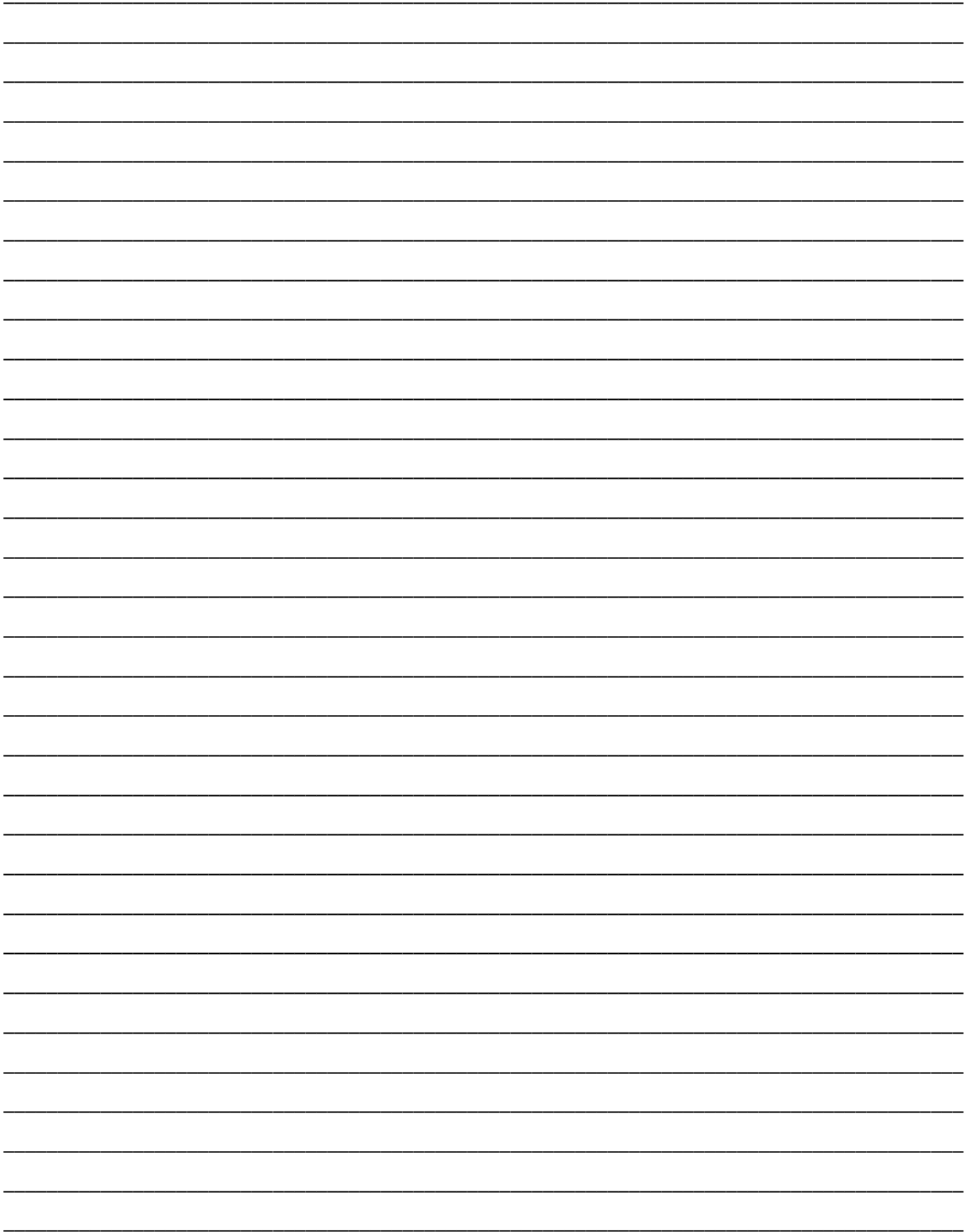
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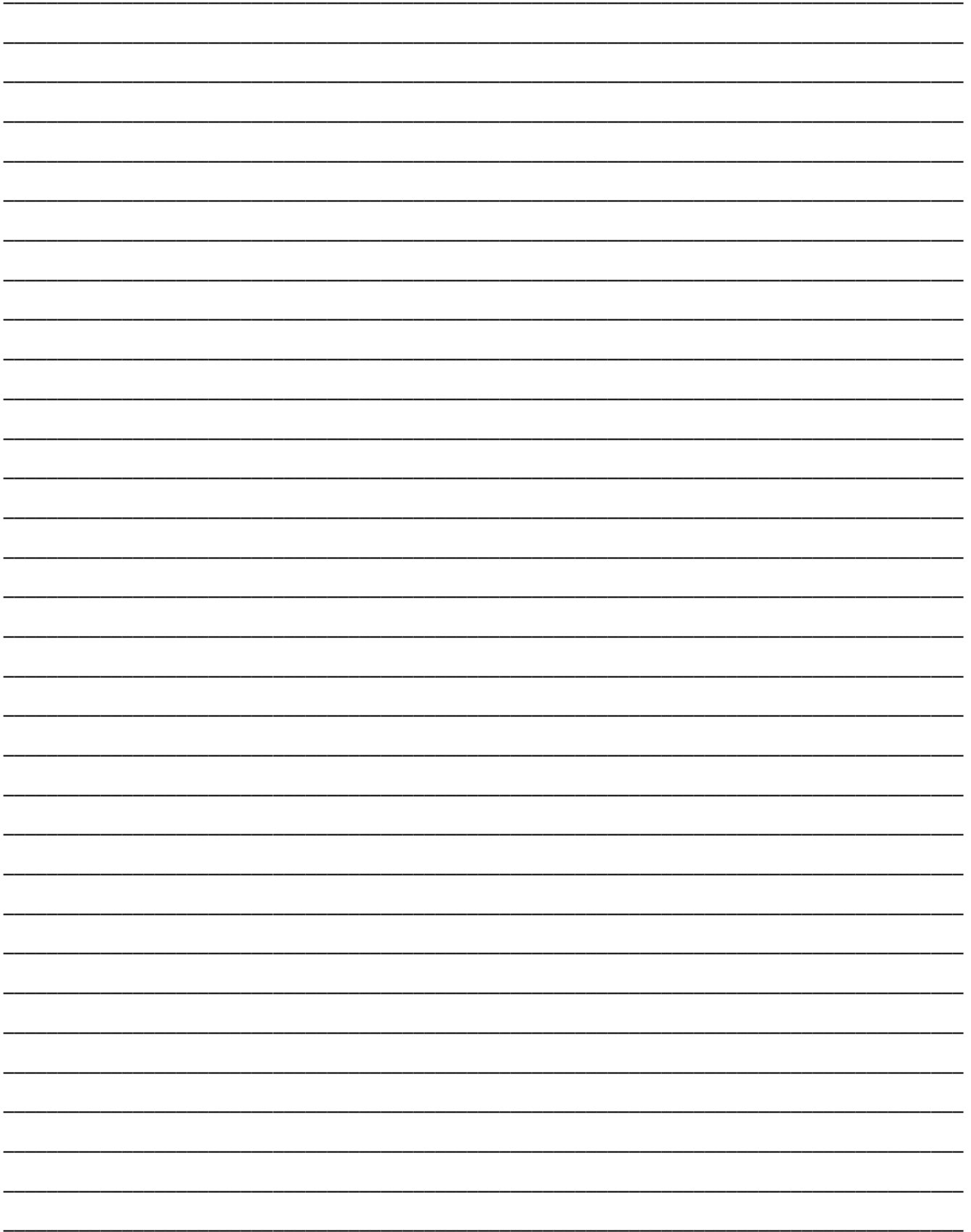
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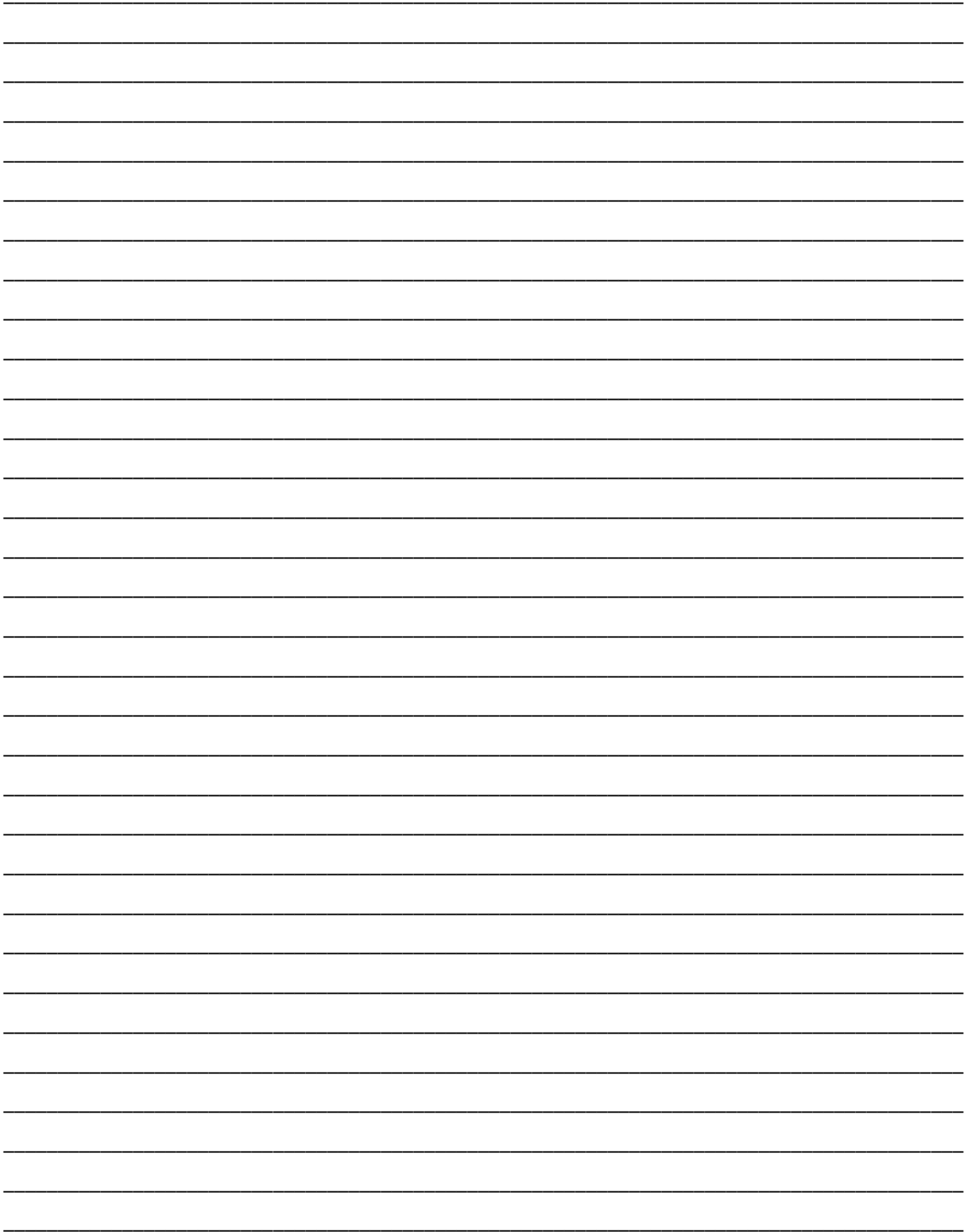
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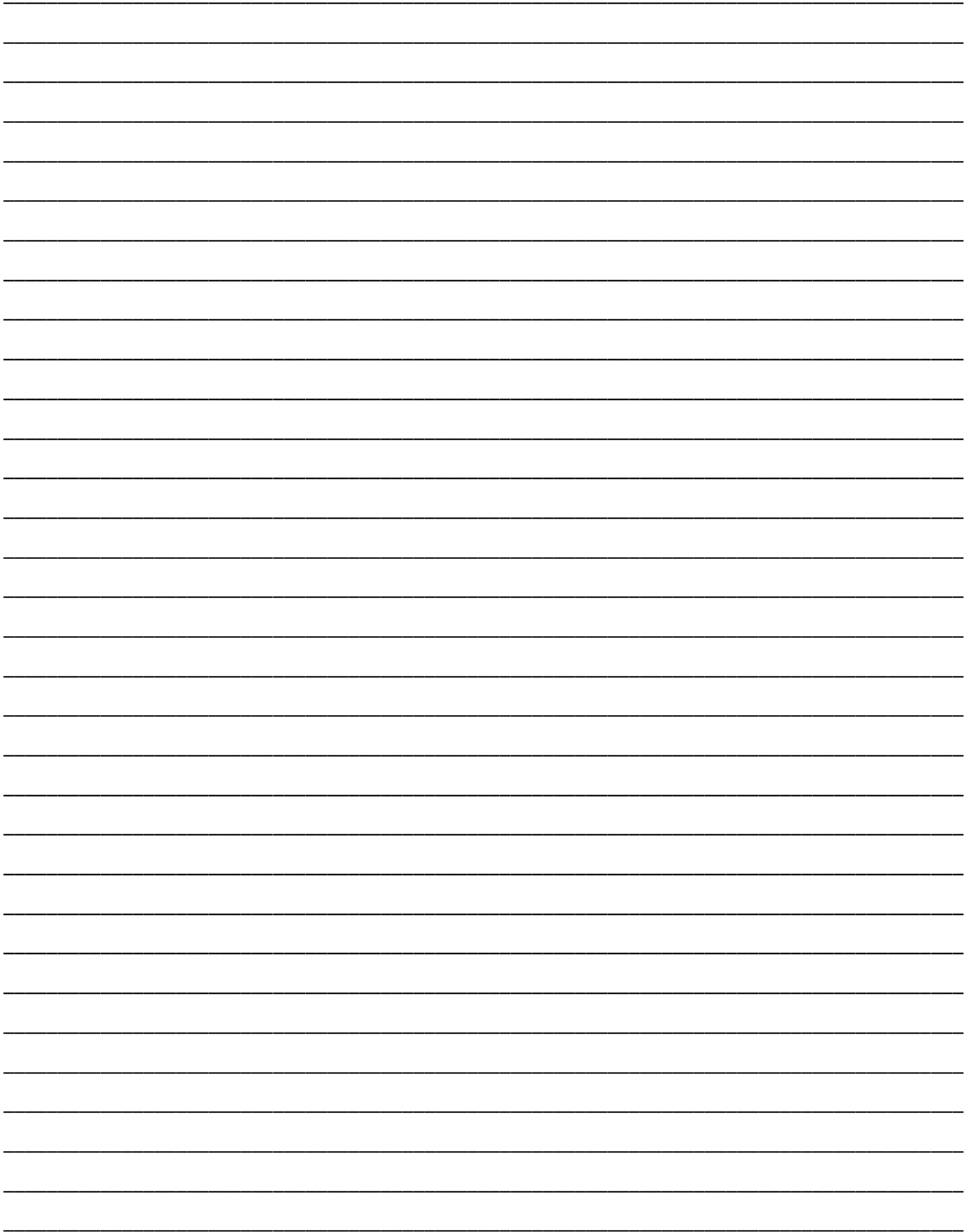
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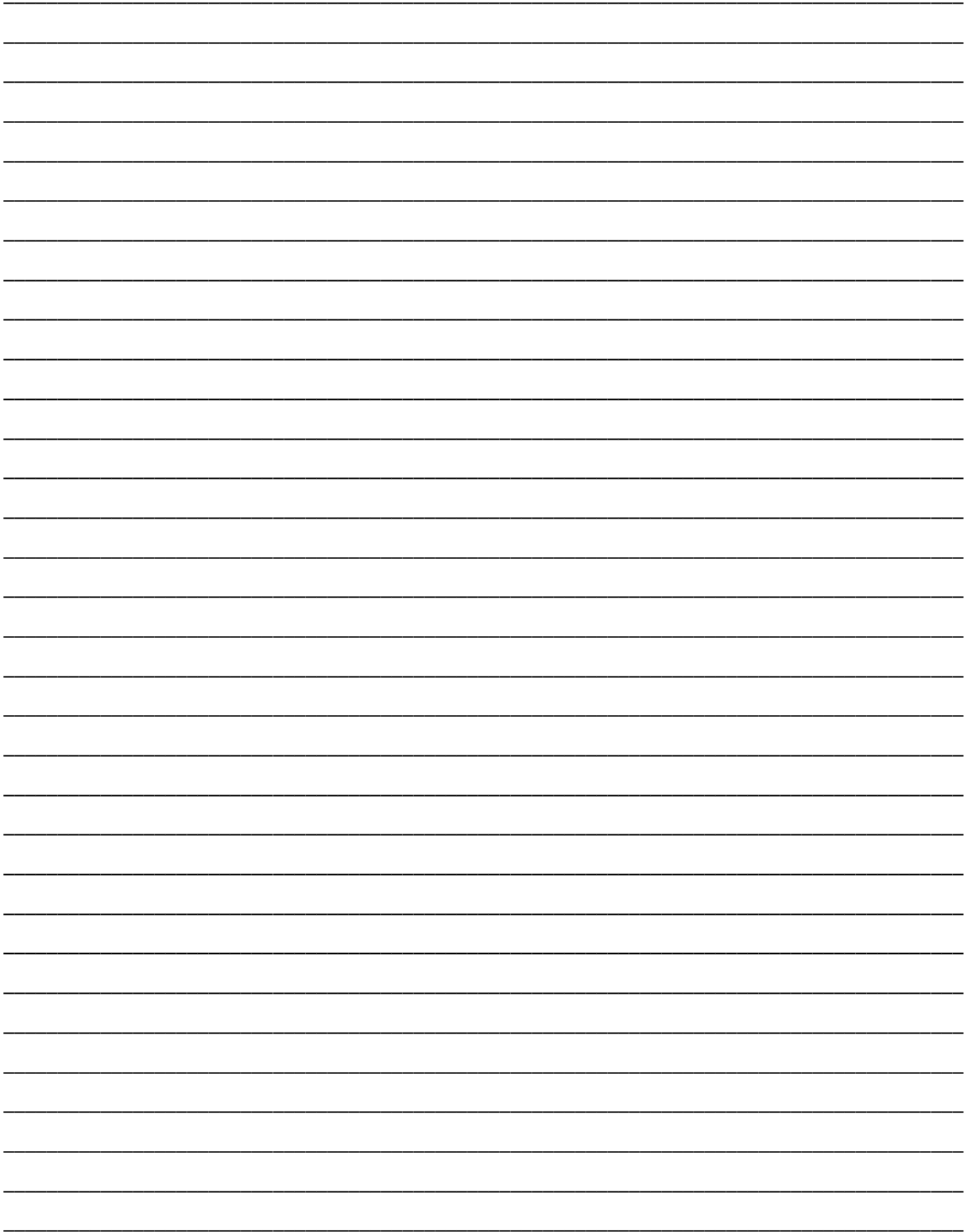
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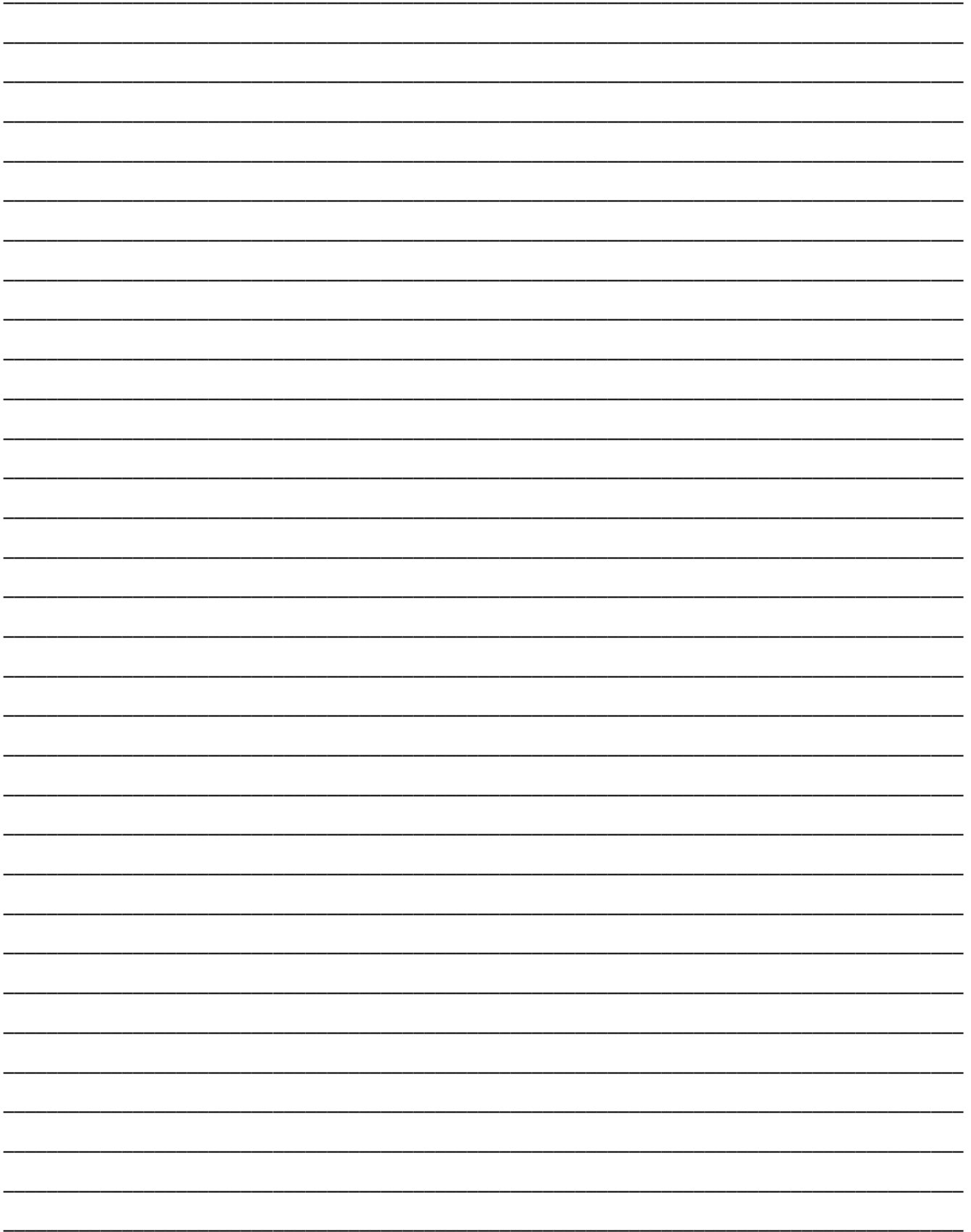
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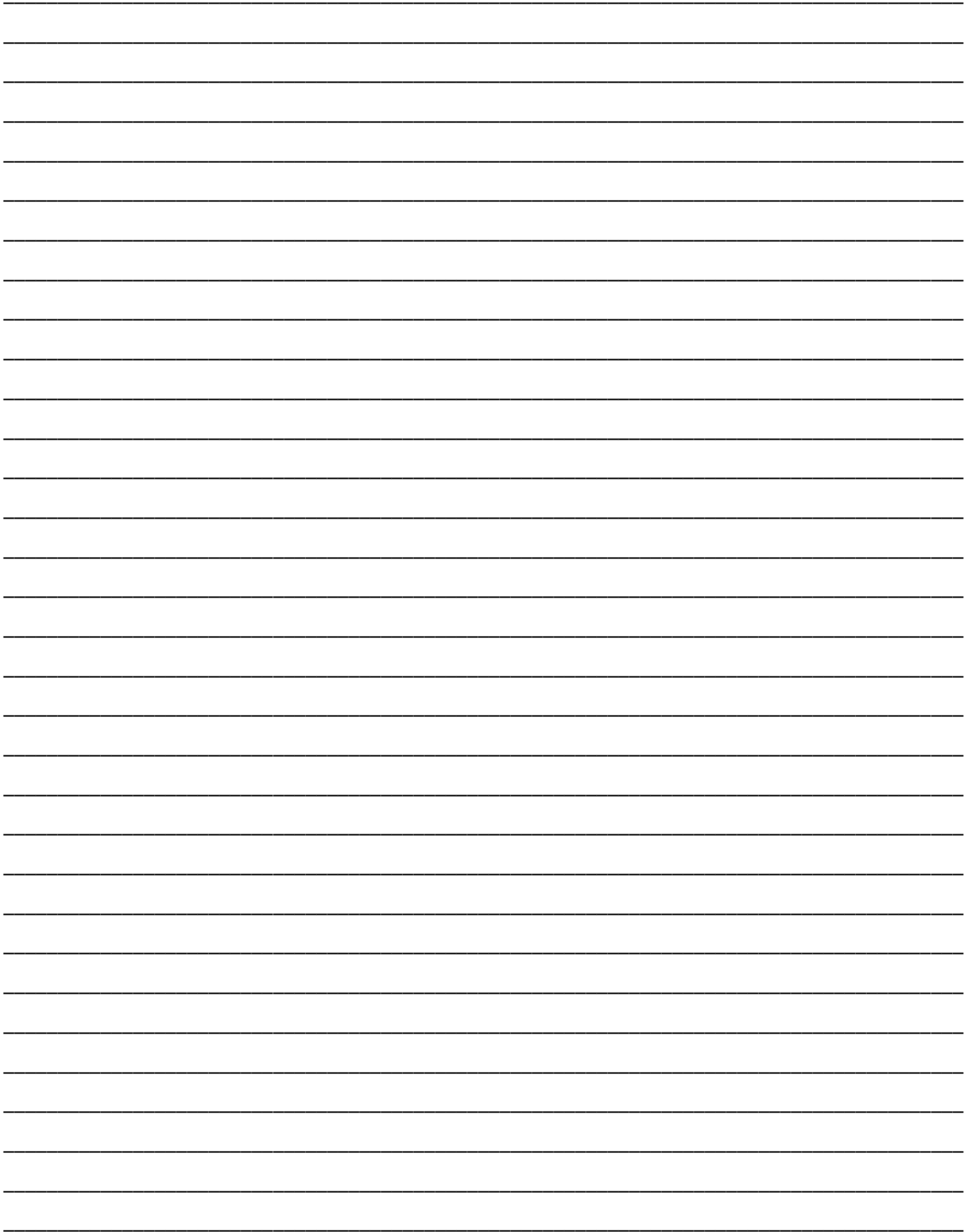
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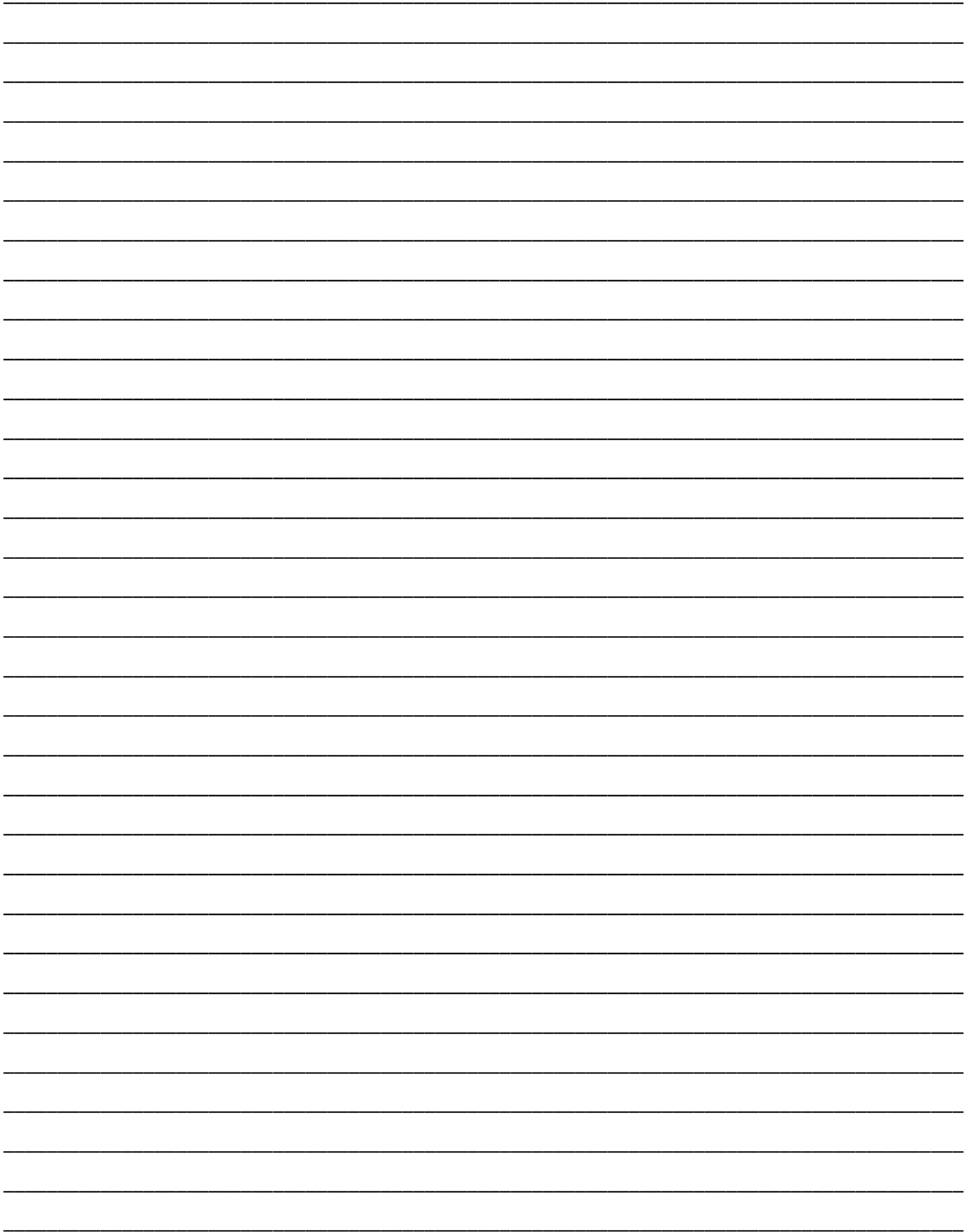
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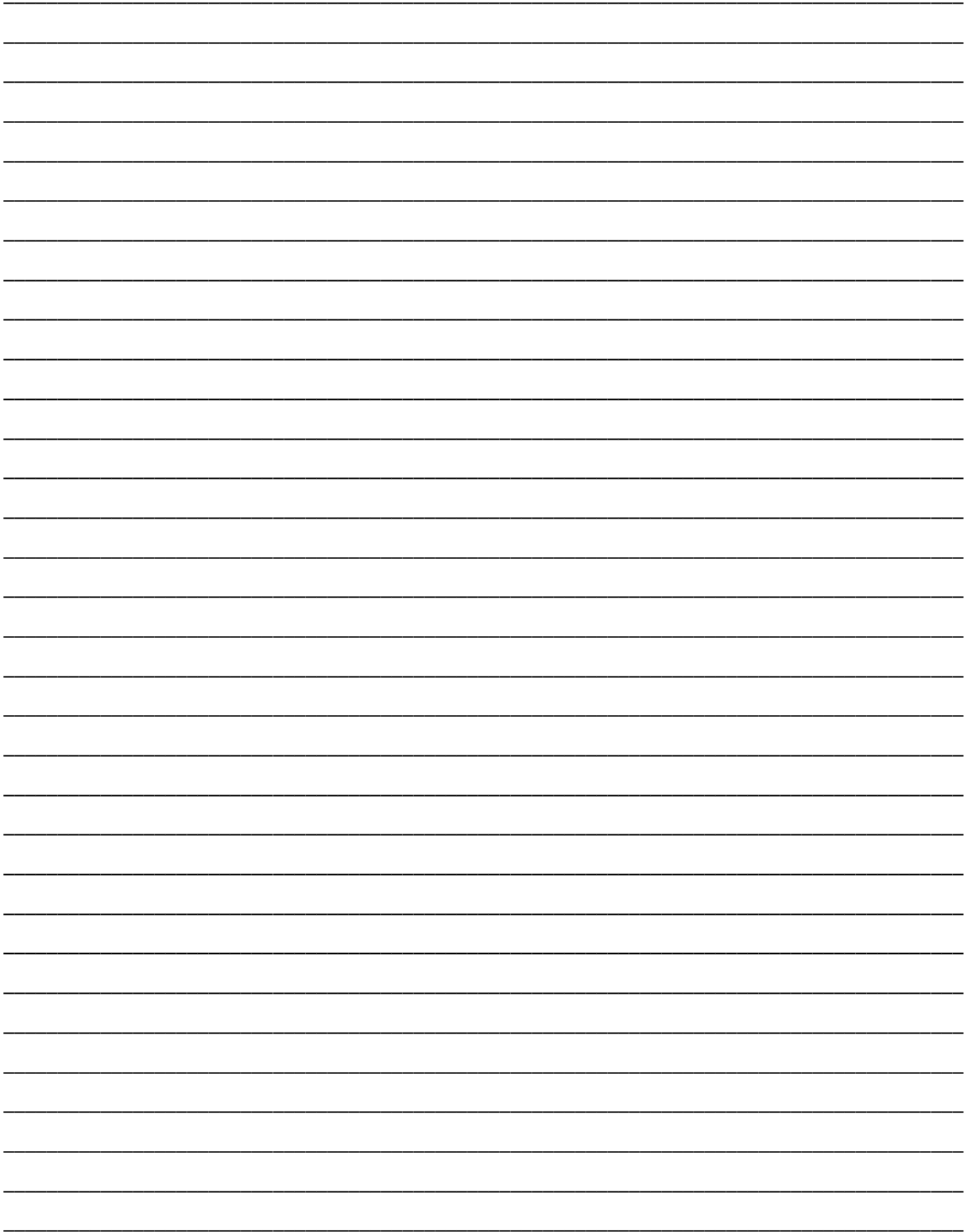
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Learn To Do By Doing

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