



4-H CLUB SECRETARY

General Duties:

- ☺ Keep the permanent record of the club. Take notes (on your own paper) during the meeting and then write an accurate story (called “minutes”) of the meeting soon afterwards.
- ☺ If you are going to be absent be sure to get another member to fill in for you. **YOU WILL NEED TO** take notes during the first meeting in September and have minutes ready for the October club meeting.
- ☺ In your minutes include the following things:
 1. Date
 2. Time and place of meeting
 3. Name(s) of any visitors or leaders present
 4. Who appeared on the program and what they did
 5. Contest participants and winners
 6. Special reports or program activities
- ☺ The President will call on you during each meeting to call roll. You may do this by having each member answer a question. For example, “What is your favorite ice cream flavor?” or “What month, were you born?” See enclosed list of suggestions.
- ☺ During the club meetings you will also need to stand and read the minutes of the previous meeting.

Call Katie Clark at 735-2900 or email kclark54@utk.edu
for any questions about your job responsibilities.