



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.
- ☺ 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
- ☺ You WILL need to take notes during the first meeting in September and have minutes ready for the October club meeting.
- ☺ If you are going to be absent, be sure to get another member to fill in for you.
- ☺ 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 Martin at 615-735-2900 or email kclark54@utk.edu for any questions about your responsibilities.

SUGGESTED ROLL CALLS

What is the first thing you remember about school?
What do you notice first when you meet a person for the first time?

A superstition I believe.
In case of fire, the thing I would save from my room.

On a picnic, I would take _____.
My favorite hobby.

The thing I like to do most.
The thing I like to do least.

My favorite dessert.
My favorite ice cream.

My middle name is _____.
How tall are you?

How old are you?
My favorite Christmas song.

If I could watch only one TV show, I would watch _____.
If I could study only one school subject, I would study _____.

If I were an animal, I would be a _____.
If I were a plant, I would be a _____.

In the future I want to be a _____.
My favorite past time.

A gift I will give for Christmas.
The thing I most dearly desire.

If I had to move, I would like to move to _____.
My favorite possession is _____.

My favorite color is _____.
What will I do during my vacation?

My favorite 4-H activity is _____.
My favorite song is _____.

My favorite month of the year is _____.
If it could be any holiday, I wish it were _____.

My favorite room in my home is the _____.
What time will I go to bed tonight?

My favorite meat is _____.
My favorite vegetable is _____.

My favorite fruit is _____.
My favorite pet is _____.

Williams 5th 4-H Club Report

Example of Secretary's Minutes

The Williams 5th grade 4-H club met for their monthly meeting on January 14, 2021. Our meeting was called to order by President Shayla Harper. Secretary Rose Kelley called the roll and read the minutes from the last meeting. The minutes were approved as read.

For old business, Mrs. Katie passed out newsletters. Our class received the Banner Club of the Month award and also received a plaque for having 100% participation in the public speaking contest. For new business, Mrs. Katie discussed the demonstration competition for next month.

The vice-president, Jordan Davis, called on Catlin Hesson to lead us in the Pledge of Allegiance to the American Flag. Then Tony Davis led us in the 4-H Pledge. Savannah Vaden shared with us the Thought for the Day. Extra credit poems were read by Tyler Garrels, Jade White, Lucas Franklin, Tina Bennett, Shayla Harper, Taylor Reeves, and Nick Lane. Jordan then turned the meeting over to Lucas Franklin and Tony Davis, the song and recreation leaders. They led us in one song and a game.

The meeting was turned back over to the vice-president and then to Mrs. Katie. We talked more about our demonstrations which would be next month's competition. She then presented the ribbons for the poster contest. Third place went to Jacob Snowden, second place went to Tina Bennett and Tyler Garrels, and first place went to Rose Kelley.

We thanked Mrs. Katie for presenting the program. The meeting was turned over to the vice-president then to the president. There was a motion to adjourn the meeting made by Tyler Garrels. Jordan Davis seconded the motion. The meeting was adjourned.

Respectfully submitted by:

Rose Kelley, Secretary

Smith County 4-H Secretary's Book

Club: _____

	Name of Member <i>(Please Print)</i>	Attendance Record					
		October	November	January	February	March	April
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President:	Secretary:
Vice President:	Activity Leader: