

***SO YOU'RE THE***

# **CLUB SECRETARY**



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**IOWA STATE UNIVERSITY**  
Extension and Outreach

## WELCOME

**Congratulations!** Iowa 4-H is proud of you for stepping into this club leadership position! As 4-H club secretary, you represent the 4-H Program—both in and out of your 4-H activities. Your fellow 4-H members will look up to you as you use your skills and abilities to lead with dedication, professionalism, and enthusiasm. Make the 4-H pledge your priority as you pledge your head, heart, hands, and health to make the best better for your club, community, country, and world.

**“Leadership begins with selfless leaders dedicated to the needs of the group. A leader motivates those around them and builds other people up. They are willing to listen and are open to learning more about themselves and how to work well with others. Most importantly, a great leader encourages others to take on leadership roles.”**

– *Madison | Club President and State 4-H Council Member*

## USING THE FOUR H'S TO BE AN EFFECTIVE LEADER

### HEAD

- Be open-minded.
- Begin with a goal in mind.
- Think critically.
- Be a good communicator.

### HANDS

- Help others.
- Be a good representative for your organization.
- Be service-minded.

### HEART

- Be friendly to everyone.
- Be respectful of every person's opinions.
- Be honest with yourself and others.
- Help members feel like they belong in your club.

### HEALTH

- Encourage your members through positive messages.
- Participate in activities that promote health among you and your community.
- Learn to make choices for the good of all involved.

*Adapted with permission from Tennessee 4-H.*

### LEADERSHIP TIP

**“Don't be afraid to use your unique leadership style to create new things in your club. You have different talents and ideas than other people, so use what makes you unique to make the best better.”**

– *Holly | Club Vice President and State 4-H Council Member*

## LEADERSHIP IN ACTION: GOOGLE

Google is a large worldwide technology company that is best known for their search engine. In the U.S. alone, they have created over \$426 billion of economic activity. That's a lot of money! One of the ways Google is able to be successful is by investing in the people who work for them. With over 93,000 employees, Google works to make sure each employee feels like they belong and are valued. Employees who feel welcome in their companies accomplish more and are likely to continue working for that company. Nancy Lee, Google's Vice President of People Operations, says one of the ways Google makes employees feel valued is by hosting meetings every Friday where any employee can ask questions to senior management. This has helped increase employee happiness, leading to the success of the company. Creating a sense of belonging is not only important in the workforce, but also in your club! The members of your club may have a variety of ages and backgrounds.

Referenced from: <https://www.inc.com/tess-townsend/how-more-inclusive-work.html>

**AS VICE PRESIDENT, HOW CAN YOU CREATE A SENSE OF BELONGING WITHIN YOUR CLUB?**

## LEADERSHIP TIP

To create a sense of belonging in your club, consider having the 4-H pledge on a poster or printed on the back of your agenda for guests and new members to follow along with! As

## SECRETARY, I AM ENCOURAGED TO:

**Youth Choice! Select which responsibilities you will carry out during your term.**

- Take accurate notes of each meeting's events and keep a record of all officers and committees.
- Read the minutes of the previous meeting and make corrections if necessary. State any unfinished business left from the previous meeting.
- Sit near the president during the business meeting to write motions as stated and restate the motion if necessary.
- Select roll call questions that encourage a sense of belonging.
- Call roll and keep an accurate record of attendance.
- Inform the president and leaders in a timely manner if I'm going to be absent.
- Work cooperatively with other officers.
- Assist the reporter by giving them club information needed for reporting.
- Read correspondence directed to the club and write letters and thank you notes on behalf of the club.

## LEADERSHIP TIP

**"Don't be afraid to ask older members or leaders questions in regards to your duties and attend officer training to feel more confident in your duties."**

– **Nehemiah | Club Treasurer and State 4-H Council Member**

## HOW TO WRITE A 4-H THANK YOU NOTE

Whether someone made a donation to your club, spoke at a meeting, or volunteered to help at an event that your club put on, you can write them a thank you note to show your appreciation! Here is a simple outline for writing a thoughtful thank you.

### **1. Greet the person(s) and thank them for their support.**

*Dear Mr. and Mrs. Johnson,*

*Thank you for your generous donation to our 4-H club!*

### **2. Tell the person why your club appreciates their gift or the result of their gift.**

*Your gift will allow our members to attend the Iowa 4-H Youth Conference. This event allows 4-H members to listen to speakers, participate in service activities, and learn new skills to bring back to our county.*

### **3. Tell the person about yourself and how 4-H has benefited you.**

*By attending the conference in past years, I have met lots of new friends and stepped outside my comfort zone.*

### **4. Repeat your thanks and sign your name.**

*Thank you again for supporting our club!*

*Sincerely,*

*Ben Brown, Stockmen 4-H Club Secretary*

For more information, see our publication, *Four Steps to a 4-H Thank You* at <https://store.extension.iastate.edu/product/16328>.

## ATTENDANCE RECORD

It is the responsibility of the secretary to keep an accurate record of each member's attendance. Roll Call is a fun way to get to know your members while keeping track of their attendance. A good roll call prompt will make all club members feel included. The secretary can either call each member by name and ask them to respond or choose a roll call question. Questions should be simple and easy to answer regardless of club member age. Here is a list of some roll call prompts that you can use in your club meetings:

- Favorite TV show or movie.
- An exhibit you are bringing to the fair.
- Favorite summer activity.
- Something you're thankful for.
- What you like best about the fair.
- Favorite flavor of ice cream.
- An interesting fact about yourself.
- A place you would like to visit.
- Something you learned this year.
- Favorite winter pastime.
- Why you joined 4-H.
- Something you're looking forward to this month.
- A food you dislike.
- Favorite month and why.
- Your middle name.
- Favorite thing about Iowa.
- One goal you have for this year.
- Favorite fair food.

### LEADERSHIP TIP

**Another fun way to call roll is to fill a jar with pieces of chocolates, pennies, jelly beans, or candy corn and ask members to guess how many they think there are. The member who guesses closest to the actual number wins the jar of goodies!**

For more roll call ideas, refer to this publication: <https://www.extension.iastate.edu/jackson/sites/www.extension.iastate.edu/files/jackson/roll%20call%20ideas.pdf>

## SECRETARY MINUTES

As secretary, you have the responsibility to keep the official record of all business transacted by your club. The meeting minutes are read at every club meeting. The minutes should include the following:

- Type of meeting (regular or special)
- Name of Club
- Date, place, and time of meeting
- Number of members, leaders and guests present
- Approval of minutes of the previous meeting
- Treasurer's report
- Reports of other officers and committees
- Important facts about announcements made
- Motions that were approved with the name of the person making the motion
- Important points discussed
- Adjournment
- Outline of the educational program
- Secretary's signature

## GUIDELINES FOR CONDUCTING BUSINESS MEETINGS

**A well-planned and vibrant 4-H club meeting includes:**

**1. Welcome Activities (15-20 minutes)** Have fun and get to know your members through games, icebreakers, music, and other social activities.

**2. Educational Activities (20-30 minutes)** A way to bring learning to your club meetings through member educational presentations, a guest speaker, or even a field trip.

**3. Recreational Activities (20-30 minutes)** Create excitement in your club through games, songs, or parties to encourage members to work together, be active, and try new things.

**4. Business Meetings (20-30 minutes)** Conducting the business meeting allows youth to have a voice in decision making and is an important skill.

These four portions may be arranged in any order to accommodate club and club member needs.

## LEADERSHIP TIP

Set up your meeting space so that the chairs are in a circle or rectangle facing each other. Avoid rows when possible. This will encourage more participation among members and will help keep them engaged.

## ORDER OF BUSINESS FOR A 4-H MEETING

*Here is a sample outline of a business meeting agenda. You can adjust this to fit your club's needs.*

It may be beneficial to print copies of your agenda for each member. This way everybody can take notes and be sure to get information home to their caregivers. Taking notes also encourages engagement in the meeting.

1. Call to Order
2. Pledge of Allegiance, opening thought, or reflection
3. 4-H Pledge
4. Member roll call and introduction of visitors
5. Minutes of the previous meeting
6. Treasurer's report
7. Report of officers and committees
8. Unfinished business
9. New business
10. Announcements, leader's report
11. Adjournment

## LEADERSHIP TIP

Consider making posters with each step of the meeting on them. As the meeting goes, flip the posters so that members and guests can follow along to keep them actively engaged.

## RUNNING AN EFFECTIVE MEETING

**Call to Order:** (President) "The meeting will come to order."

**Pledge of Allegiance, Opening Thought, or Reflection:** The president may lead the group in the Pledge of Allegiance or may appoint someone else to do so. A thought or activity could also be substituted (Pledge Leader) "Please rise for the Pledge of Allegiance."

**4-H Pledge:** The president or another member leads the club in the 4-H pledge.

**Roll Call And Introduction Of Visitors:** (President) "The secretary will please call the roll."

The secretary announces how roll call is to be answered, then calls the names of the 4-H members. All visitors should be introduced to the group at this time.

**Minutes Of The Previous Meeting:** (President) "The secretary will read the minutes of the last meeting." (President) "Are there any additions or corrections to these minutes? (waits a moment) If not, they stand approved as read."

**Treasurer's Report:** (President) "May we have the treasurer's report?"

**Report Of Officers And Committees:** The president may have new plans or ideas to report. The secretary reads any correspondence that has been addressed to the club/group.

(President) "Will the chair of the \_\_\_\_\_ committee please report?"

The chair rises, addresses the president and gives the report.

(President) "Is there any discussion from members or actions items that need to be addressed?"

If the committee recommends action, a motion needs to be made to adopt the report. If not, proceed with next committee.

**Unfinished Business:** This part of the meeting contains business that was not completed at earlier meetings. Any action taken by the group must be stated as a motion and follow the motion process.

**New Business:** New business allows time for 4-H members to submit new ideas for the group to consider.

**Announcements, Leader's Report:** (President) "Are there any announcements?"

The program for the next meeting is announced by the vice president. The place, date, and time of the next meeting and activities also are announced.

**Adjournment:** (President) "Is there a motion for adjournment?"

(Member) "President."

(President) "(member's name)"

(Member 1) "I move that we adjourn."

(Member 2) "I second that motion"

(President) "It has been moved and seconded that we adjourn. All in favor say 'Yes'; opposed 'No.'"

"The motion is carried, and the meeting is adjourned."

## TWO METHODS TO USE FOR DECISION MAKING

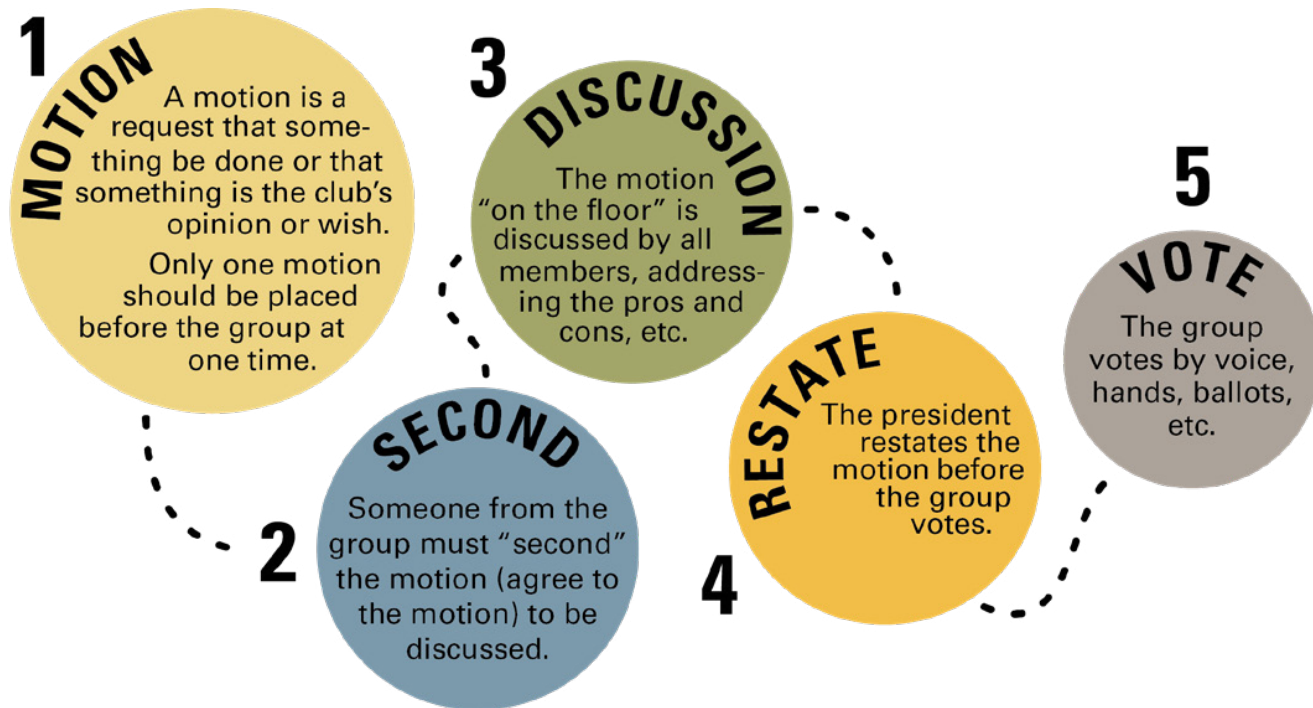
### METHOD 1: PARLIAMENTARY PROCEDURE

Parliamentary procedure can be an effective way for a 4-H club to conduct business. It helps keep order by introducing structure so that only one item is discussed at a time. It helps groups reach decisions through majority rule and ensures that everyone has a voice.

For an activity to help club members understand parliamentary procedure, reference 4H 3524 Trail Mix Parli Pro at <https://store.extension.iastate.edu/product/16325>.

### STEPS FOR DECISION-MAKING WITH PARLIAMENTARY PROCEDURE

There are five steps to pass a motion using Parliamentary Procedure:



### A SAMPLE SCRIPT FOR USING PARLIAMENTARY PROCEDURE

**Club member A:** "I move the club sell soup and cookies as our fundraiser this year."

**Club member B:** "I second that motion."

**President:** "There has been a motion and a second. Is there any discussion?"

The President calls on any members who would like to discuss.

**President:** "That was a good discussion. Let's vote. The motion stands that the club will sell soup and cookies as our fundraiser this year. All in favor say 'Aye', all opposed say 'Nay.'"

## LEADERSHIP TIP

If a motion is made but not seconded, then the motion fails. If a motion is made and seconded, it can fail by not receiving a majority vote. If a motion is made and seconded, it can still be amended (changed or adapted).

For additional information, ask for PM 1781, *Simplified Parliamentary Procedure*, at <https://store.extension.iastate.edu/product/5347>.

## METHOD 2: OTHER GROUP DECISION-MAKING MODELS

Sometimes groups encounter challenges when making decisions or solving problems with parliamentary procedure may not work. When this happens in your club, you can use other group decision-making models such as brainstorming, consensus, rapid response, a suggestion box, or a buzz group. These models provide opportunities for all club members to share their voices and help keep meetings interesting.

For more information, find our resource *4H 3507 Group Decision-Making Models* at <https://store.extension.iastate.edu/product/16017>.

### STEPS FOR GROUP DECISION-MAKING

#### Definition

- Define or explain the problem that needs a decision.
- It is helpful to be as specific as possible.

#### Ideas

- Discuss the suggested ideas.
- These ideas can be changed or improved as they are discussed.

#### Discussion

- Define or explain the problem that needs a decision.
- It is helpful to be as specific as possible.

#### Selection

- Decide on the best way to solve the problem.
- Everyone may not agree, but everyone should accept the solution.

#### Action

- Decide who will do what, by when, and how.
- It is helpful to have the secretary record this in the minutes.

#### Reflect

- Evaluate the success of the solution after trying it.
- Make changes, if necessary.

## CLOSING

Let the fun begin! It is time to lead your club. Don't hesitate to ask your club leader for assistance at any time throughout your term. If you would like additional resources related to your position, please see below for helpful tips and activities that will help you succeed in your role. Remember, the business meeting is just one component of a club meeting. As an officer, be sure to incorporate welcome activities, educational activities, and recreational activities to make club meetings engaging for all 4-H members. Refer to our *Vibrant Clubs 4H 4004* publication for guidance at <https://store.extension.iastate.edu/product/12893>.

**THIS GUIDE BOOK BELONGS TO:**

**SECRETARY**

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## ***I PLEDGE***

***MY HEAD TO CLEAR THINKING,  
MY HEART TO GREATER LOYALTY,  
MY HANDS TO LARGER SERVICE,  
MY HEALTH TO BETTER LIVING,  
FOR MY CLUB, MY COMMUNITY,  
MY COUNTRY, MY WORLD.***



***FOR ADDITIONAL RESOURCES, CHECK OUT  
THE CLUB OFFICER RESOURCE LANDING PAGE  
BY SCANNING THE QR CODE:***



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