4-H New Brunswick Secretary's Book

CANADA
4-H New Brunswick

Name of Club: _____

Year: _____

Secretary's Name: _____

Revised 2021
N.B. 4-H Council Ltd.

4-H Motto:
"Learn to do by Doing"

4-H Pledge:
"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 county and my world."

4-H Grace:
(Tune of Auld Lang Syne)
"We thank thee Lord, for blessings great
On this, our own fair land.
Teach us to serve thee joyfully,
With head, heart, health and hand."

Mission Statement:
"New Brunswick 4-H will develop life skills for its members and leaders, and will improve the quality of life and increase the awareness of agriculture and the environment, for all stakeholders."

"In all 4-H activities, the emphasis is to be on participation and learning, not winning."

CANADA
4-H New Brunswick

New Brunswick 4-H Council Ltd.
4798 Route 102
Central Hampstead, NB
E5M 2A5
Phone: 506-324-6244
Email: director@nb4h.com

Table of Contents:

1. Responsibilities of the Secretary
2. Officers
3. Sample Agenda
4. Responsibilities of the Club Secretary
5. Keeping the minutes
6. Roll Call of Members
7. Minutes of the Meeting
8. Summary of the Club Activities for the Year

Responsibilities of the Club Secretary:

1. To keep minutes of all meetings in this book and read the previous minutes of the previous meeting.
2. Assist the chairperson/president in preparing meeting agendas. Send out the agenda to those who should receive them.
3. Sit at the front table, near the president.
4. Notify members of special meetings/programs.
5. To handle all correspondence, records, committee reports and other business matters of the club.
6. Keep a list of members and take role call at the beginning of all meetings.
7. Participate in discussions when necessary and vote on issues.
8. Be prepared to take over the position of chairperson if both the president and vice president are absent.

Keeping the Minutes:

Minutes serve as the official record of business meetings. Minutes record what is done, not what is said, and not everything that happens during the meeting must be written down, just the facts. The reading of the minutes allows for the smooth transition from the last meeting to the current one and is a record for the club of its past actions and decisions, thus it is very important that it is correct. The minutes must be clear, up-to-date, and be presented in an orderly fashion.

Making a Motion:

Whenever a motion is made, the Secretary should record the motion, the name of the one who seconds the motion and the number of votes for and against.

For example: **Jane made a motion to spend $20 per judge on a gift for Public Speaking. Second by John. Ten in favor, one against. Motion carried.**

Example: **John moved, seconded by Jane that $20 be spent per judge on a gift for Public Speaking.**

Example: **Jane seconded John's motion that $20 be spent per judge on a gift for Public Speaking.**

Officers

Name of Club: _____ Year: _____

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

Club Leader: _____

Reporter: _____

Sample Agenda:

1. Welcome and Call to Order
   4-H Pledge
2. Roll Call
3. Minutes of Last Meeting
4. Correspondence
5. Treasurer's Report
6. Committee Reports/Old Business
7. New Business
8. Announcements
9. Adjournment of the Business Meeting
10. Date of Next Meeting

Roll Call of Members:

✓ if Present ✗ if Absent

Name of Members	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.

Name of Member	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.
Total Present:												
Total Absent:												

Minutes of the Meeting:

Club: _____ Date: _____

Number of Members Present: _____

Number of Visitors/Guests and Names:

_____ _____

_____ _____

_____ _____

Minutes:

Signatures:

President: _____

Secretary: _____

Minutes of the Meeting:

Club: _____ Date: _____

Number of Members Present: _____

Number of Visitors/Guests and Names:

_____ _____

_____ _____

_____ _____

Minutes:

Signatures:

President: _____

Secretary: _____

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Club: _____ Date: _____

Number of Members Present: _____

Number of Visitors/Guests and Names:

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Signatures:

President: _____

Secretary: _____

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Signatures:

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Secretary: _____

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Number of Members Present: _____

Number of Visitors/Guests and Names:

_____ _____

_____ _____

_____ _____

Minutes:

Signatures:

President: _____

Secretary: _____

Summary of Club Activities for the Year:

Club: _____

Year: _____

Number of Members Enrolled: _____

Female: _____

Males: _____

Number of members completing their project: _____

Females: _____

Males: _____

Number of regular meetings held: _____

Number of special meetings held: _____

Club activities done/held:

_____

_____

_____

_____

_____

Signatures:

President: _____

Secretary: _____

Date: _____

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