



4-H Club Management

# CLUB MULTI-PURPOSE RECORD

Wisconsin Cover

Pub. No. RBY

## SECRETARY



# Wisconsin

**Year:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Office:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**County:** \_\_\_\_\_

**Name of Club:** \_\_\_\_\_

**Name of Parent or Guardian:** \_\_\_\_\_



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## How to Use This Multi-Purpose Record Cover

This 4-H Club Record Cover may be used in one of two ways:

1. As a complete Club Record to be kept by the Secretary to include all forms as required by the Secretary, the Treasurer and the Club.
2. Copies of this Cover may be made available to one or more of the following individuals in the Club in addition to the Club Secretary:

- General Leader
- Club Treasurer
- Club Reporter

The information which follows will be especially helpful if option #2 is selected. If option #1 is followed, the information may be adapted to fit the situation by the Club Secretary.

### Club Secretary

The Club Secretary should keep the following records and include one copy in the Club Record Cover:

- Attendance record of regular club meetings
- Minutes of regular club meetings

Send one copy of meeting minutes (yellow copy) to your County UW-Extension Office.

One copy of the minutes of special meetings of officers or member committees might also be inserted into the secretary's record during the year as meetings take place. These minutes may be obtained from the Club President or committee chair following the special meetings.

### Club Treasurer

The Club Treasurer should keep a continuous financial record of all income and expenses during the year and should complete the annual financial summary at the end of the year.

### Club Reporter

The Club Reporter may use the 4-H Record Cover to keep copies of news releases submitted to newspapers, copies of news clippings, club pictures and club story.

### General Leader

The Club General Leader may use this Record Cover as a place to keep the following:

- Calendar of Club Activities (CCA)
- 4-H Club Leadership Summary (LS)
- 4-H Club Membership Summary (MS)
- Junior Leader and Club Officer List (JLS)
- Minutes of Club Leader Meetings (MCM-W)

At the close of the 4-H year, the General Leader may wish to add one copy of each of the following to the Club Record to make it complete:

- Club Activity Reports (Safety, Healthy, etc.)
- 4-H Club Evaluation Form (CE)

Copies of each of the above should be submitted to the County UW-Extension Office as requested by the County Office.

To add materials from the Club Secretary's, Club Treasurer's or Club Reporter's books is optional. You may wish to have all under one cover or to keep each separately.

# DUTIES OF A 4-H SECRETARY

Congratulations on being elected to one of the most important offices of the organization! Your club has entrusted to you the responsibility of maintaining organization records.

Much of the success of the organization depends upon the working relationships between you and the president. This is your opportunity to help the president make the organization “click”.

## YOUR DUTIES INCLUDE:

1. Sit with the president at the desk or table in front of the room.
2. Keep an accurate record of the proceedings of all meetings. Record any officers elected, committees appointed, and other business brought before the organization.
3. Record the attendance.
4. Stand and read minutes of the last meeting when the president calls for them. Make corrections given by members of the organization.
5. When called upon by the president, state any unfinished business left from the previous meeting. If there is none, so state to the president.
6. Read correspondence directed to the organization when called upon by the president and write replies when necessary.
7. Initiate club correspondence as directed by the organization. Keep copies of all correspondence for future reference.
8. Collect and record reports of all committees and all written resolutions.
9. Call the meeting to order in the absence of the president and vice president and have a temporary chairman elected to preside.
10. Assist the president during the meeting by writing each motion as stated. Be prepared to read the motion.
11. Advise the president on matters of business to be taken up. Help to start and to stop on time.
12. Maintain a record of all officers, standing committees, and special committees.
13. Inform the president if you will be absent. The president will appoint an acting secretary for the meeting.



4-H Club Management

# ATTENDANCE RECORD

Wisconsin Record Form

Pub. No. AR

Name of Club: \_\_\_\_\_

Year: \_\_\_\_\_

| Member's Name | Month of Meeting |          |       |       |     |      |      |        |           |         |          |          | Total Meetings Attended |
|---------------|------------------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|-------------------------|
|               | January          | February | March | April | May | June | July | August | September | October | November | December |                         |
|               |                  |          |       |       |     |      |      |        |           |         |          |          |                         |
|               |                  |          |       |       |     |      |      |        |           |         |          |          |                         |
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# ATTENDANCE RECORD

Name of Club: \_\_\_\_\_ Year: \_\_\_\_\_

| Member's Name | Month of Meeting |          |       |       |     |      |      |        |           |         |          |          | Total Meetings Attended |  |
|---------------|------------------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|-------------------------|--|
|               | January          | February | March | April | May | June | July | August | September | October | November | December |                         |  |
|               |                  |          |       |       |     |      |      |        |           |         |          |          |                         |  |
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# ADULT LEADERSHIP SUMMARY

Club: \_\_\_\_\_ County: \_\_\_\_\_ Year: \_\_\_\_\_

### General and Assistant Leaders

|         | Name | Project or Activity | Phone |
|---------|------|---------------------|-------|
| Address |      |                     |       |
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| Address |      |                     |       |
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| Address |      |                     |       |
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### Project or Activity Leaders

|         | Name | Project or Activity | Phone |
|---------|------|---------------------|-------|
| Address |      |                     |       |
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| Month   |  |
|---|--|
| Project Work<br>(Demonstrations, judging, etc.) | Other Activities<br>(Music, health, safety, drama, etc.) |
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| Month   |  |
|---|--|
| Project Work<br>(Demonstrations, judging, etc.) | Other Activities<br>(Music, health, safety, drama, etc.) |
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| Month   |  |
|---|--|
| Project Work<br>(Demonstrations, judging, etc.) | Other Activities<br>(Music, health, safety, drama, etc.) |
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| Month   |  |
|---|--|
| Project Work<br>(Demonstrations, judging, etc.) | Other Activities<br>(Music, health, safety, drama, etc.) |
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| Month   |  |
|---|--|
| Project Work<br>(Demonstrations, judging, etc.) | Other Activities<br>(Music, health, safety, drama, etc.) |
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| Month   |  |
|---|--|
| Project Work<br>(Demonstrations, judging, etc.) | Other Activities<br>(Music, health, safety, drama, etc.) |
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| Month   |  |
|---|--|
| Project Work<br>(Demonstrations, judging, etc.) | Other Activities<br>(Music, health, safety, drama, etc.) |
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| Month   |  |
|---|--|
| Project Work<br>(Demonstrations, judging, etc.) | Other Activities<br>(Music, health, safety, drama, etc.) |
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| Month   |  |
|---|--|
| Project Work<br>(Demonstrations, judging, etc.) | Other Activities<br>(Music, health, safety, drama, etc.) |
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| Month   |  |
|---|--|
| Project Work<br>(Demonstrations, judging, etc.) | Other Activities<br>(Music, health, safety, drama, etc.) |
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| Month   |  |
|---|--|
| Project Work<br>(Demonstrations, judging, etc.) | Other Activities<br>(Music, health, safety, drama, etc.) |
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| Month   |  |
|---|--|
| Project Work<br>(Demonstrations, judging, etc.) | Other Activities<br>(Music, health, safety, drama, etc.) |
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