

ORDER OF BUSINESS

- Call to order
- 4-H Pledge
- Roll Call
- Reading of the minutes
- Old business
- Treasurer's report
- Committee reports
- Correspondence
- New business
- Announcements
- Program
- Adjournment



CANADA
4-H Nova Scotia

Helpful Hints for the Secretary

Reprinted 2021



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THE SECRETARY

AS THE SECRETARY YOU WILL:

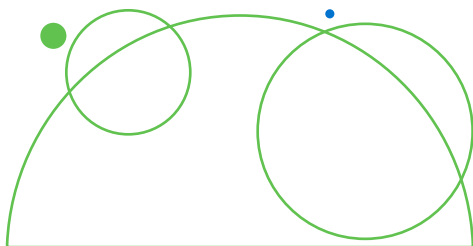
- Be responsible for keeping the club reports.
- Attend to all correspondence, such as writing thank you notes and keeping the members informed about this aspect of your duties.
- Call the roll call and read the minutes of the last meeting. As well as inform members of upcoming meetings.
- Keep all past records in good order to use as reference material and complete a summary of the year's activities.
- Help the president plan the meeting agenda. Should both the President and the Vice President be absent, the Secretary acts as the chairperson.

THE MINUTES

Purpose: The minutes provide members with an accurate record of the previous meeting.

WAYS TO RECORD THE MINUTES

- Jim Jones moved, seconded by Mary White that...
- Bob Smith seconded Jane Doe's motion that...
- On motion by Rick Russel, seconded by Katy Keats, it was agreed that...



WRITING THE MINUTES

As Secretary you should include:

- Kind of meeting (regular or special)
- Location, date and time of meeting
- Number of officers, members and leaders present
- A record of motions with names of movers and seconders
- A statement that the minutes of the last meeting were read and approved
- A statement of correspondence received and read
- A statement on committee reports
- Reference to unfinished business and new business discussed at the meeting

ADOPTION OF THE MINUTES

As Secretary you must:

- Stand to read the minutes of the last meeting
- Record any corrections to the minutes
- Have all minutes signed as corrected by yourself and the president after they have been adopted

THE ACT OF ADOPTING THE MINUTES

CHAIRPERSON: "Are there any errors or omissions? If not, I declare the minutes to be adopted as read."

