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# **4-H Secretary Handbook**

Duties & Resources

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WSU EXTENSION  
**Spokane County**

# 4-H Club

# SECRETARY

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### 4-H Motto:

“To Make the Best Better”

### 4-H Slogan:

“Learn by Doing”

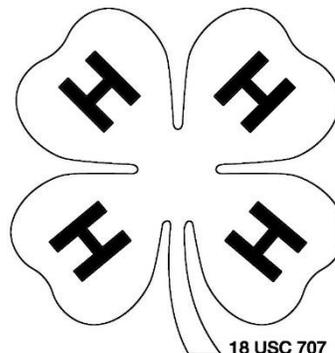
### 4-H Pledge:

“I pledge  
my head to clearer thinking,  
my heart to greater loyalty,  
my hands to larger service,  
and my health to better living,  
for my club, my community,  
my country, and my world.”

## Duties

Duties of the secretary include:

- Exhibit good leadership qualities and serve as a role model to the members of the club.
- Keep an accurate roll of all current members.
- Call the roll and check attendance at each meeting.
- Keep complete and accurate minutes of all meetings.
- At each meeting, read the minutes from the previous meeting.
- Utilize basic parliamentary procedure as a tool to conduct effective, orderly meetings.
- Communicate with officers, members, volunteers, and parents about assignments and duties for meetings.
- Arrive early to assist with setup for meetings.
- Support and assist the officer team.
- Complete this packet at the end of the 4-H year.



# Tips and Resources

## Start the Year Off Right

- Work with your club volunteer to obtain the minutes from the previous year's last meeting. Those minutes should be the first minutes you read in the new 4-H year.
- Set up a system for keeping your secretarial records organized. You may want to purchase a three-ring binder. In your binder, you will need:
  - Officer team information
  - Club membership (names/contact information)
  - Attendance roster
  - Minutes
- Work with your club volunteer to ensure the club roster is accurate and up to date.

## Club Minutes

Make sure you write minutes properly. They are more than just a handy reference; they become a written history of the club.

Do not put discussion, personal opinion, adjectives, or interpretations in the minutes. Minutes are a record of what was **done**, not what was said.

## Club Meetings

### Prepare

- Decide on a topic for roll call.
- Be ready to read the minutes of the last meeting and present for approval.
- Be prepared to read any club correspondence.

### During

- Announce roll call topic and call the roll. Mark members present with a check mark.
- Stand and read the minutes from the last meeting. Speak clearly and loudly enough for all members to hear.
- Have the president sign the minutes after they have been approved.
- Record the minutes of the club meeting.
- If you cannot attend a meeting, work with the club volunteer and president to ensure minutes are read and roll call is taken. The substitute should record minutes in your absence and sign them as "Secretary Pro Tem."

### After

- Promptly write the minutes and sign them.
- Write thank-you notes to the speakers or to others, if necessary.
- Complete any other tasks assigned by the president.

# Club Information

4-H Year from October \_\_\_\_\_ through September \_\_\_\_\_ County : \_\_\_\_\_

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

## VOLUNTEERS

Organizational Leader	
Co-Leader	

### Additional Volunteers

Role	Name

## OFFICERS

President	
Vice President	
Secretary	
Treasurer	

### Additional Officers

Role	Name

## STANDING COMMITTEES

Committee Name	Chair	Other Members











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