



# Secretary Worksheet



This worksheet may help you as you begin your new role as secretary.

The (regular or special) meeting of the \_\_\_\_\_ 4-H Club was  
(name of your club)

held \_\_\_\_\_ at \_\_\_\_\_.  
(date) (location) (name of president) called

the meeting to order at \_\_\_\_\_. There were \_\_\_\_\_ members, \_\_\_\_\_ parents  
(time) (number) (number)

and \_\_\_\_\_ visitors present. The flag pledges were led by \_\_\_\_\_.  
(number) (name)

Secretary, \_\_\_\_\_ read the minutes of our last meeting. They were  
(your name)

(approved as read or approved as corrected.)

The Treasurer's report was given and received as read. Our balance as of \_\_\_\_\_  
(date)

was \$ \_\_\_\_\_. (Note: if annual audit is presented, approval of the report is required and should be noted as you would a motion.)

The following **committee reports** were given: (Record committee name and person presenting report, plus any facts. If a motion is made regarding the subject, record the motion as stated, the name of the person making the motion [not the seconded] and whether it carried or lost.)

**Old Business** discussed was: (Include motions pending or postponed, but not acted on at the last meeting.)

**New Business discussed was:** (Include all motions made, the name of the persons making them and whether carried or lost. Include the number voting for and against each motion when the vote is by a show of hands, ballot or standing.)

(Remember to write down all motions as stated. You may request a motion be repeated if you did not get it all written down or restated if you do not understand what was proposed. You are responsible for being able to restate [read] the motion to the club members if asked by the President. Record what is done – not what is said!)

Our **program** was: (Programs may include demonstrations, guest speakers, community service activities, tours, project work, etc.)

**Announcements** included: (important facts only)

Our next meeting will be \_\_\_\_\_ . A motion to adjourn the  
(date, time, place)

meeting was made by \_\_\_\_\_ , seconded and passed  
(name)

unanimously. The meeting was adjourned at \_\_\_\_\_ .  
(time)

Include who served refreshments and if games were led by who...

Signature of Secretary: \_\_\_\_\_