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Club Secretary's Duties:

1. Keep the records of all club meetings in this book.
2. Read the records of meetings when asked to do so by club president.
3. Keep the roll of members and attendance record.
4. Work with news reporter and leader to send a report of all business and project meetings to designated Extension Office.
5. Conduct the meeting if both president and vice president are absent.
6. Read letters to the club, and handle correspondence unless club elects a corresponding secretary.

Project Group Secretary's Duties:

It is suggested that each project group elect a secretary to:

1. Keep a record of what is done at each project meeting.
2. Record attendance at each project meeting.
3. Give a report of each meeting to the club secretary and/or the organizational leader.

Report of the 4-H Club Meeting

Stearns, that we have a food sale December 9. After discussion

Report of the 4-H Club Meeting

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Stearns,

Talks , Demonstrations , or Activitie s at thi s meeting:

(Project, community service, health, and recreation activities, etc.)

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