



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.

Dates of Meetings

Repor t of the 4-H Clu b Meeting

The	The			4-H Club of			
members and visitors were present members were (number)		(name)			(town)		
members and visitors were present members were (number)	met at		on		at		
bsent. The meeting was called to order by President (name) The 4-H Pledge was led by and the Pledge of Allegiance was led by (name)		(place)		(month, da y, year)		(hour)	
bsent. The meeting was called to order by President (name) The 4-H Pledge was led by and the Pledge of Allegiance was led by (name)	(number)	members and	(number)	visitors were present.	(number)	members were	•
The 4-H Pledge was led by and the Pledge of Allegiance was led by (name)							
	absent. The	e meeting was called to	o order by Presider	nt	(name)		
	The 4-H Ple	dge was led by		and the	Pledge of Alle	giance was led by	
. The secretary's report was read by . 3(n)1(u)1(
			. The secretar	ry 's report was read by			3(n)1(u)1(n

	nstrations , or Activitie s at thi s meeting:	
roject, community	y service, health, and recreation activities, etc.)	
Club , Project	, or Communit y Servic e Activitie s sinc e th e	las t meeting:
rojec t iviee	ting s hel d sinc e last meeting:	
roject	Attendance	
		Club Secretary

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

Stearns,			

Talks, Demonstrations, or Activitie s at this meeting: (Project, community service, health, and recreation activities, etc.)						

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