

YEAR

**CLUB** 

**SECRETARY** 

**LEADER** 



**Illinois Extension** 

JNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN





### **Club Officer Team**

OFFICER		NAME		
PRESIDENT				
VICE PRESIDENT				
SECRETARY				
ATTENDANCE SECRETARY				
TREASURER				
REPORTER				
HISTORIAN				
RECREATION CHAIRMAN				
HEALTH OFFICER				
FEDERATION DELEGATE				
JUNIOR LEADER				
JUNIOR LEADER				
OTHER:				
Club Leaders				
TITLE		NAME		

TITLE	NAME
ORGANIZATIONAL LEADER	
CO-LEADER	
CO-LEADER	
CO-LEADER	



#### Committees

COMMITTEE NAME:	COMMITTEE NAME:
CHAIRMAN:	CHAIRMAN:
COMMITTEE MEMBERS:	COMMITTEE MEMBERS:
COMMITTEE NAME:	COMMITTEE NAME:
COMMITTEE NAME:	COMMITTEE NAME:
CHAIRMAN:	CHAIRMAN:
CHAIRMAN:	CHAIRMAN:



#### **Member Attendance**

Use this page to keep an accurate record of each member's attendance. Mark a "P" in the attendance box when present and an "A" when the member is absent. Adjust as needed for individual county guidelines.

	IN	SERT	MEE	TING	DATE	IN E	ACH	вох	BELC	W	
MEMBER NAME				·		·				1	



#### **Member Attendance**

Use this page to keep an accurate record of each member's attendance. Mark a "P" in the attendance box when present and an "A" when the member is absent. Adjust as needed for individual county guidelines.

	IN	SERT	MEE	TING	DATE	IN E	ACH	вох	BELC	W	
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MEMBER NAME											



Date: _	Time: Place:
Pre-m	eeting Activity:
	ed by:
Busine	ess:
Ca	all to Order by:
Aı	merican Pledge Led by:
	H Pledge Led by:
	oll Call Prompt:
	Number in attendance: Members; Leaders; Guests
M	inutes of Previous Meeting read by:
	Approved as read: or corrected: (check one)
Tr	reasurer's Report by:
	Beginning Balance: Deposits: Expenses:
	Ending Balance: Bills to be Paid:
	Motion to Pay Bills by: Second by:
	Motion to Approve by:
	Motion Seconded by:
	Motion Passed or Failed (check one)
C	ommittee and/or Officer Reports:
	Subject:
	Led By:
	Subject:
	Led By:
	Subject:
	Led By:
Uı	nfinished Business:
	Motion for Action:
	Made by: Seconded by:
	Motion Passed or Failed (check one)



New Business:		
		_ Seconded by:
Motion Passed	or Failed _	(check one)
New Business:		
Motion for Action:		
Made by:		_ Seconded by:
Motion Passed	or Failed _	(check one)
Committees Appointed:		
Assignment:	Member	s:
Assignment:	Member	rs:
Announcements:		
Adjourn Motion by:		Seconded by:
		(check one) Adjourn Time:
		(check one) Adjourn Time:
Guest Programs/Prese	entations:	
Subject:		_ Guest Name:
Subject:		_ Guest Name:
Member Talks or Dem	onstrations:	
Subject:		Member Name:
Subject:		Member Name:
Subject:		Member Name:
		Member Name:
Recreation:		
Activity:		Led by:
Refreshments:		Provided by:
Other notes:		



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Date: _	Time: Place:
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Aı	merican Pledge Led by:
	H Pledge Led by:
	oll Call Prompt:
	Number in attendance: Members; Leaders; Guests
M	inutes of Previous Meeting read by:
	Approved as read: or corrected: (check one)
Tr	reasurer's Report by:
	Beginning Balance: Deposits: Expenses:
	Ending Balance: Bills to be Paid:
	Motion to Pay Bills by: Second by:
	Motion to Approve by:
	Motion Seconded by:
	Motion Passed or Failed (check one)
C	ommittee and/or Officer Reports:
	Subject:
	Led By:
	Subject:
	Led By:
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	Led By:
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	Motion for Action:
	Made by: Seconded by:
	Motion Passed or Failed (check one)



New Business:		
	Seconded by:	
Motion Passed	or Failed (check one)	
New Business:		
<b>Motion for Action:</b>		
Made by:	Seconded by:	
Motion Passed	or Failed (check one)	
Committees Appointed:		
Assignment:	Members:	
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Announcements:		
Adjourn Motion by:	Seconded by:	
Motion Passed	or Failed (check one) Adjourn Time:	
Guest Programs/Prese	entations:	
Subject:	Guest Name:	
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Member Talks or Dem	onstrations:	
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Recreation:		
Activity:	Led by:	
	Provided by:	
Other notes:		



#### Minutes of Mostings

	illiutes of	Meeting	3	
Date:	Place:			
pectfully Submit				

Name



Date:	Time: Place:
Pre-n	neeting Activity:
	Led by:
Busin	ness:
C	Call to Order by:
	American Pledge Led by:
	I-H Pledge Led by:
	Roll Call Prompt:
	Number in attendance: Members; Leaders; Guests
N	Minutes of Previous Meeting read by:
	Approved as read: or corrected: (check one)
Т	reasurer's Report by:
	Beginning Balance: Deposits: Expenses:
	Ending Balance: Bills to be Paid:
	Motion to Pay Bills by: Second by:
	Motion to Approve by:
	Motion Seconded by:
	Motion Passed or Failed (check one)
C	Committee and/or Officer Reports:
	Subject:
	Led By:
	Subject:
	Led By:
	Subject:
	Led By:
ι	Infinished Business:
	Motion for Action:
	Made by: Seconded by:
	Motion Passed or Failed (check one)



New Business:				
Motion for Action:				
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Motion Passed	or Failed _	(check one)		
New Business:				
Motion for Action:				
Made by:		_ Seconded by:		
Motion Passed	or Failed _	(check one)		
Committees Appointed:				
Assignment:	Member	s:		
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Announcements:				
Adjourn Motion by:		Seconded by:		
		(check one) Adjourn Time:		
		(check one) Adjourn Time:		
Guest Programs/Prese	entations:			
Subject:		_ Guest Name:		
Subject:	ubject: Guest Name:			
Member Talks or Dem	onstrations:			
Subject:		Member Name:		
Subject:		Member Name:		
Subject:		Member Name:		
	Member Name:			
Recreation:				
Activity:		Led by:		
Refreshments:		Provided by:		
Other notes:				



Respectfully Submitted,		winutes	s of wee	tings	
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	American Pledge Led by:
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	Roll Call Prompt:
	Number in attendance: Members; Leaders; Guests
N	Minutes of Previous Meeting read by:
	Approved as read: or corrected: (check one)
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	Motion to Pay Bills by: Second by:
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C	Committee and/or Officer Reports:
	Subject:
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	Motion for Action:
	Made by: Seconded by:
	Motion Passed or Failed (check one)



New Business:			
<b>Motion for Action:</b>			
	Seconded by:		
Motion Passed	or Failed (check one)		
New Business:			
Made by:	Seconded by:		
Motion Passed	or Failed (check one)		
Committees Appointed:			
Assignment:	Members:		
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Adjourn Motion by:	Seconded by:		
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Guest Programs/Pres	entations:		
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Member Talks or Dem	onstrations:		
Subject:	Member Name:		
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Activity:	Led by:		
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	Motion Passed or Failed (check one)
С	ommittee and/or Officer Reports:
	Subject:
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	Motion for Action:
	Made by: Seconded by:
	Motion Passed or Failed (check one)



New Business:				
Motion for Action:				
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New Business:				
Motion for Action:				
Made by:		_ Seconded by:		
Motion Passed	or Failed _	(check one)		
Committees Appointed:				
Assignment:	Member	s:		
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Announcements:				
Adjourn Motion by:		Seconded by:		
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Guest Programs/Prese	entations:			
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Subject:	ubject: Guest Name:			
Member Talks or Dem	onstrations:			
Subject:		Member Name:		
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Subject:		Member Name:		
	Member Name:			
Recreation:				
Activity:		Led by:		
Refreshments:		Provided by:		
Other notes:				



Minutes of Meetings				
Date:	Place:			



Date: _	Time: Place:
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	oll Call Prompt:
	Number in attendance: Members; Leaders; Guests
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	Approved as read: or corrected: (check one)
Tr	reasurer's Report by:
	Beginning Balance: Deposits: Expenses:
	Ending Balance: Bills to be Paid:
	Motion to Pay Bills by: Second by:
	Motion to Approve by:
	Motion Seconded by:
	Motion Passed or Failed (check one)
C	ommittee and/or Officer Reports:
	Subject:
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	Motion Passed or Failed (check one)



New Business:			
<b>Motion for Action:</b>			
	Seconded by:		
Motion Passed	or Failed (check one)		
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Made by:	Seconded by:		
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Committees Appointed:			
Assignment:	Members:		
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	Made by: Seconded by:
	Motion Passed or Failed (check one)



New Business:				
<b>Motion for Action:</b>				
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	oll Call Prompt:
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C	ommittee and/or Officer Reports:
	Subject:
	Led By:
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Uı	nfinished Business:
	Motion for Action:
	Made by: Seconded by:
	Motion Passed or Failed (check one)



New Business:				
<b>Motion for Action:</b>				
	Seconded by:			
Motion Passed or Failed (check one)				
New Business:				
Made by:	Seconded by:			
Motion Passed	or Failed (check one)			
Committees Appointed:				
Assignment:	Members:			
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Adjourn Motion by:	Seconded by:			
Motion Passed	or Failed (check one) Adjourn Time:			
Guest Programs/Pres	entations:			
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Member Talks or Dem	onstrations:			
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Activity:	Led by:			
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Date: _	Time: Place:
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	Motion Passed or Failed (check one)
C	ommittee and/or Officer Reports:
	Subject:
	Led By:
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	Led By:
Uı	nfinished Business:
	Motion for Action:
	Made by: Seconded by:
	Motion Passed or Failed (check one)



New Business:				
<b>Motion for Action:</b>				
	Seconded by:			
Motion Passed or Failed (check one)				
New Business:				
Made by:	Seconded by:			
Motion Passed	or Failed (check one)			
Committees Appointed:				
Assignment:	Members:			
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Adjourn Motion by:	Seconded by:			
Motion Passed	or Failed (check one) Adjourn Time:			
Guest Programs/Pres	entations:			
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Member Talks or Dem	onstrations:			
Subject:	Member Name:			
	Member Name:			
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	Subject: Member Name:			
Recreation:				
Activity:	Led by:			
	Refreshments: Provided by:			
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Call to Order by:			
American Pledge Led by:			
4-H Pledge Led by:			
Roll Call Prompt:			
Number in attendance:			Guests
Minutes of Previous Meeting rea	ad by:		
Approved as read:			
Treasurer's Report by:			
Beginning Balance:			
Ending Balance:			
Motion to Pay Bills by:			
Motion to Approve by:		_	
Motion Seconded by:			
Motion Passed or			
Committee and/or Officer Repor			
Subject:			
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Unfinished Business:			
Motion for Action:			
Made by:	Seconde	ed by:	
Motion Passed or	Failed (check of	one)	



New Business:					
	Seconded by:				
Motion Passed or Failed (check one)					
New Business:					
<b>Motion for Action:</b>					
Made by:	Seconded by:				
Motion Passed	or Failed (check one)				
Committees Appointed:					
Assignment:	Members:				
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Announcements:					
Adjourn Motion by:	Seconded by:				
Motion Passed or Failed (check one) Adjourn Time:					
Guest Programs/Prese	entations:				
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Date: _	Time: Place:
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	Number in attendance: Members; Leaders; Guests
M	inutes of Previous Meeting read by:
	Approved as read: or corrected: (check one)
Tr	reasurer's Report by:
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C	ommittee and/or Officer Reports:
	Subject:
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Uı	nfinished Business:
	Motion for Action:
	Made by: Seconded by:
	Motion Passed or Failed (check one)



New Business:		
		Seconded by:
Motion Passed	or Failed	(check one)
New Business:		
<b>Motion for Action:</b>		
Made by:		Seconded by:
Motion Passed	or Failed	(check one)
Committees Appointed:		
Assignment:	Members:	
Assignment:	Members:	
Announcements:		
Adjourn Motion by:		Seconded by:
Motion Passed	or Failed	_ (check one) Adjourn Time:
Guest Programs/Prese	entations:	
Subject:		Guest Name:
		Guest Name:
Member Talks or Dem	onstrations:	
Subject:	Mo	ember Name:
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Recreation:		
Activity:		_ Led by:
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Other notes:		



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	Number in attendance: Members; Leaders; Guests
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	Beginning Balance: Deposits: Expenses:
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C	ommittee and/or Officer Reports:
	Subject:
	Led By:
	Subject:
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Uı	nfinished Business:
	Motion for Action:
	Made by: Seconded by:
	Motion Passed or Failed (check one)



New Business:	
<b>Motion for Action:</b>	
	Seconded by:
Motion Passed	or Failed (check one)
New Business:	
Made by:	Seconded by:
Motion Passed	or Failed (check one)
Committees Appointed:	
Assignment:	Members:
	Members:
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Adjourn Motion by:	Seconded by:
Motion Passed	or Failed (check one) Adjourn Time:
Guest Programs/Pres	ntations:
Subject:	Guest Name:
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Member Talks or Dem	onstrations:
Subject:	Member Name:
	Member Name:
Subject:	
	Member Name:
Recreation:	
Activity:	Led by:
	Provided by:
Other notes:	



Minutes of Meetings						
Date:	Place:					
pectfully Submi	11 - J					



# To turn in a completed Secretary's Book, it must contain:

- 1. A complete list of all Club Officers, Leaders, and Committee details, including Chairman name.
- 2. Complete Member Attendance page(s) with all boxes filled out for every member.
- 3. Completed Meeting Minutes for every business meeting that was held during the 4-H year.
- 4. Copy of current 4-H Club Constitution & By-Laws.





#### **Contact Information**

For questions regarding this book, please contact:

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4-H Youth Development Educator
maavang@illinois.edu

Melissa Irwin
4-H Communications and Awards Specialist
mmirwin@illinois.edu

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