

# 4-H Secretary's Award

## **General Information**

- It is the desire of the committee to use the award system described on this paper and the County Officer's training as educational tools to assist the local club secretaries in keeping accurate records.
- The 4-H Secretaries will use this description approved by County Incentives & Recognitions (I&R) Committee.
- The County Club Council Secretaries will represent the Secretary Award committee. Club Secretaries submitting a gold award book will be recognized at the Sonoma County Achievement Event. The Secretary's Book is club property and is returned to the club's Community Leader.
- The following criteria will be used when judging books for Secretary's Awards:
  - 64% on completeness and neatness of minutes**
  - 36% on completeness and neatness of the 4-H Secretary Book**
- **Deadline** – book is due to the 4-H office each year by the date set by the County Club Council.
- **Points Criteria to reach Gold = 85% or more, Blue = 84-70%, Red = 69-60%**

## Submitting an award-winning Secretary's Book

A complete Secretary's Book should contain all 12 items listed in the "Secretary's Book Check Sheet" overleaf.

Inclusion of each item, in order, will count towards the "neatness and completeness" of your book, and each is worth 3 points: **(36 points)**

Recording of minutes is a Secretary's most important duty and each month's minutes will be judged in detail. Judges will be looking for the qualities listed in Section 7/Minutes on the check sheet **(64 points)**.

Information on writing minutes can be found at  
<http://ca4h.org/4hresource/forms/manuals/4H1036-OfficersManual.pdf>

Please use a standard ring binder. You may find dividers useful.

# Secretary's Book Check Sheet

Please include items in this order

- 1. **List of Club Leaders** – Community Leader(s) and Project Leaders, complete with names, addresses, and telephone numbers
- 2. **List of Club Officers** – names, addresses, phone numbers.
- 3. **Member's Roll** – a chart listing members and attendance record.
- 4. **Annual Club Planner**
- 5. **Club Meeting Planner**
- 6. **Committee's list** – Name of each committee, chairperson(s), members, and adult advisor(s), e.g. budget, party, fundraising.
  
- 7. **Minutes of each month's meetings**
  - A full and accurate account of the meeting, including names, dates, places.
  - Neatness. Typed or neatly handwritten in ink.
  - Correct spelling.
  - Include motions for all business decided by the club. What the motion was, names of people who made and seconded the motion, and whether is passed or not. *For example: Kelly Smith made a motion to approve the Treasurer's Report as submitted, it was seconded by Patrick Fisher and passed by vote.*
  - Treasurer's Report – should include ending balance(s) for month, and explain income and expenses.
  - Reports - given by Club Leaders, Officers, committees etc.
  - Signed and dated each month by secretary.
  - Any additions or corrections to previous minutes, noted if necessary.

**Attachments to be included:**

- 8. **Current club constitution and by-laws**
- 9. **Treasurer's proposed budget**
- 10. **Treasurer's Final (end-of year) Report**
- 11. **Treasurer's Audit Report ("Peer Review Checklist")** – done independently of club treasurer, signed by 2 adults and 2 members.
- 12. **Annual Inventory Report**

**Supplement (not required for judging)**

- Club Attendance Award.** (Include at end of book)

08/06