Congratulations on being elected Secretary of your 4-H Club! You may be wondering what it is expected of you as the Secretary. This officer profile sheet is a short description of your duties and tips to make your officer year a success.

**DUTIES:**
- Work with your 4-H club officer team and 4-H organizational leaders to establish yearly club goals, monthly meeting agendas and programs and develop club activity calendar
  - Record the happenings, or “take minutes,” of each meeting
- Set-up and maintain a secretary’s binder for the program year. This binder should contain: annual goals, program plans, club roster, attendance, meeting minutes, committee reports and correspondence.
  - Read aloud minutes of the previous meetings to the club
  - Send correspondence to special guests who assist or visit your 4-H club
  - Maintain a Club Roster and Attendance List
  - Keep a record of attendance at each meeting.

**Success Tips:**
- Read the New Mexico 4-H Officer Handbook
- Communicate with your 4-H Organizational Leaders and Officer Team
- Know what needs to be included in the Minutes of your 4-H Club Meetings
  - Attend your 4-H Club meetings

**4-H Connection:**
- Visit with your County 4-H Agent on upcoming county, state and national events
  - Attend 4-H Leadership Activities
  For more information: See your County Extension Agent

Kathryn E. Ramsey, Otero County 4-H/Agriculture Agent
New Mexico State University Cooperative Extension Service

New Mexico State University is an equal opportunity/affirmative action employer and educator.
New Mexico State University and the U.S. Department of Agriculture cooperating.