

NM 4-H CLUB OFFICER PROFILE SECRETARY



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

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