**Club Secretary Reminders**

**Send in your minutes**

Each month it is your responsibility to send your club minutes to Jill at the UW-Extension office. You can either e-mail them to Jill at [jill.jorgensen@ces.uwex.edu](mailto:jill.jorgensen@ces.uwex.edu) or send them regular mail to her at:

Jill Jorgensen

UWEX

810 Lincoln Street

Kewaunee, WI 54216

**Secretary Minutes**

Included in this packet is an easy to use form for taking your club minutes. These are to help you stay organized as you go through the minutes. If you use something other than these forms or if you are writing your minutes on a computer make sure that you include: Name of 4-H Club, Place, Date, Time and Present (members, leaders, visitors & total). Make sure your report includes a detailed description of what happened during the meeting. Do not forget to put the date, place and plans for the next meeting at the end of your report.

**Club attendance**

One of your jobs is to take attendance at each of the club meetings. Make sure that you take attendance at the beginning of the meeting. Also, make sure that you ask at the end of the meeting if anyone came in after attendance was already taken. That way, you will make sure that everyone was accounted for

**Your minutes are shared**

Remember, your club minutes may be shared in the foghorn to let others know what is happening in your club. Also, this is one way that your club members can remember what happened at your last meeting and what is coming up next month

**Completeness**

Many times minutes lack vital information, for instance, when listing club members within your minutes, always include ***NAMES***and make sure they are spelled correctly. In addition, it is important to list the ***TIME, DATE and PLACE*** of the next club meeting. Oftentimes, one or more of those elements are missing from the minutes. As a former club secretary, one of the best pieces of advice I ever received from one of my club leaders was “**When writing meeting minutes, pretend you will be giving them to someone who knows nothing about your club or 4-H.”** In other words, include first names, explain the items discussed and be as complete as possible.