

Considerations for Reviewing 4-H Secretary Book

MEETING MINUTES

Complete

- Note: Date, start time, end time, and location of meeting
- Identifies who called the meeting to order, who lead the pledges, who moved and seconded the motions
- Treasurers report is noted with beginning and ending balances
- Who gave speech and demonstrations
- Next meeting logistics

Calendar Planning

- The executive board came together to plan out the coming years 4-H club activity guide.
- A copy of the draft schedule is included in the secretary's book.

Roll Call

- Roll Call attendance sheet is included with a listing of the roll call topic at each meeting.

Overall Neatness of Minutes

- Written, printed neatly (computer produced minutes are acceptable – place your signature at the bottom of the minutes to customize them)
- Minutes are in date order

Secretary Book Review

Age of Secretary: ____ Name: _____ Club: _____
 Meeting agenda included: Y N Meeting minutes included Y N Minutes handwritten or typed (circle)

Secretary Reports	Excellent (3)	Average (2)	Needs (1) Improvement
Date, Start & End time, Location of Meeting			
Attendance Record			
Identifies who called the meeting to order			
Secretary's approved			
Treasurers Report Approved Club Finance discussion noted			
Notation of people who: Moved the Motion/Seconded/Failed or Passed			
Who adjourned the meeting Speeches and Demonstrations Given by Next meeting logistics			
Overall effort (neatness of notes)			
Total			

Please include comments explaining ratings.