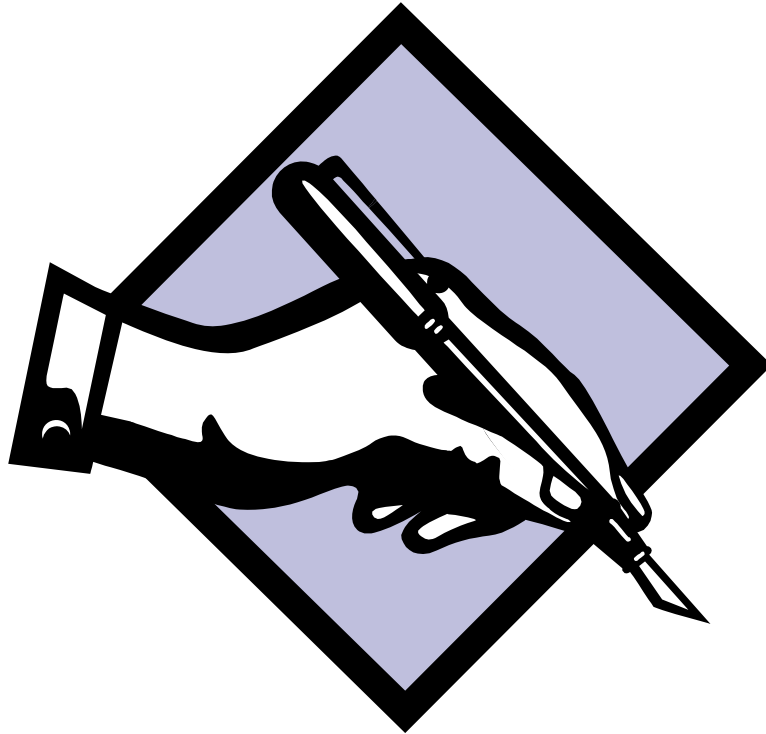




CANADA  
4-H Manitoba



---

## 4-H Club Record Book

Name of Club: \_\_\_\_\_

Area Council: \_\_\_\_\_

Year: \_\_\_\_\_

---

**Printed 2019**

Manitoba Agriculture  
[www.gov.mb.ca/agriculture](http://www.gov.mb.ca/agriculture)

# 4-H Club Record Book

Welcome to the 4-H Club Record Book! In an effort to assist club secretaries in keeping the records for the 4-H club, we have developed this booklet that it can be filled in on paper or through the use of a computer. Just remember, in either case, it's important to keep accurate records.

Name of Club

Year

President

Vice-President

Secretary

Treasurer

Club Reporter

Head Leader

Head Leader Delegate

Project Leaders

Project Leaders

Project Leaders

## Secretary's Duties

As a secretary you must remember to:

1. Help with the preparation of the meeting agenda
2. Prepare and distribute notices of the meetings and other events
3. Record the meeting's events in the form of club minutes
4. Take a roll call and keep a record of attendance
5. Read previous meeting minutes out loud
6. Read the club correspondence
7. Keep all past records signed as correct by the secretary and the president after they have been adopted
8. Call the meeting to order when the president and vice-president are absent
9. Sit next to the president during the meeting



## Record keeping

Your main duty as a secretary is the recording of the minutes during your club meetings. When doing this, there are a few things you will need to remember:

1. The purpose of the minutes is to provide members with an accurate record of the meetings. The minutes should be written clearly and accurately.
2. It is important to state the name of the club and the date, place and time of the meetings.
3. You will need to note that the minutes have been read and accepted, as well as adding any changes that were made.
4. State that the correspondence has been read. Record any action that is required as a follow-up. (Example: Secretary: "Bob's Hardware Store sends his congratulations on our 50<sup>th</sup> year of Rally." Chair: "I move that Bob's Hardware Store be sent a thank you card.").
5. Ensure that all the motions have a mover and a seconder. State whether the vote was carried or defeated. If the motion is defeated, state the reason.
6. Use the initials and last name when recording people; the first name will not be enough.
7. List the committees created and those who are appointed to the committees.
8. Only list important facts mentioned in a discussion.
9. Record any decisions that have come from the meeting, whether they are from correspondence or committee reports.
10. Give a brief summary of the people, committee reports and program activities.
11. Sub-headings are a good way to set out important portions in the minutes.
12. Note the time of adjournment as well as when and where the next meeting will take place.

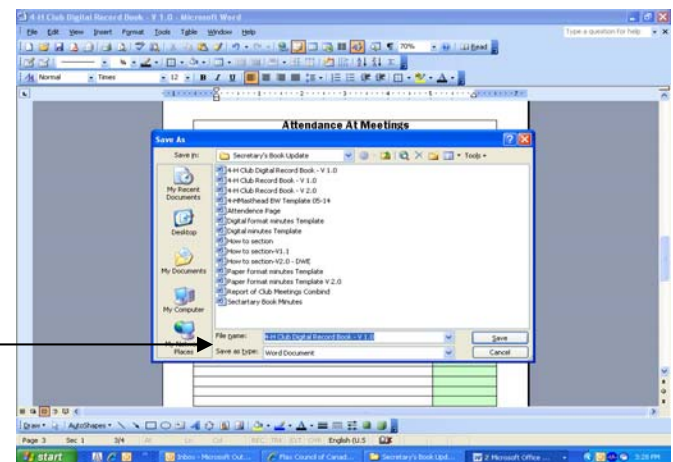
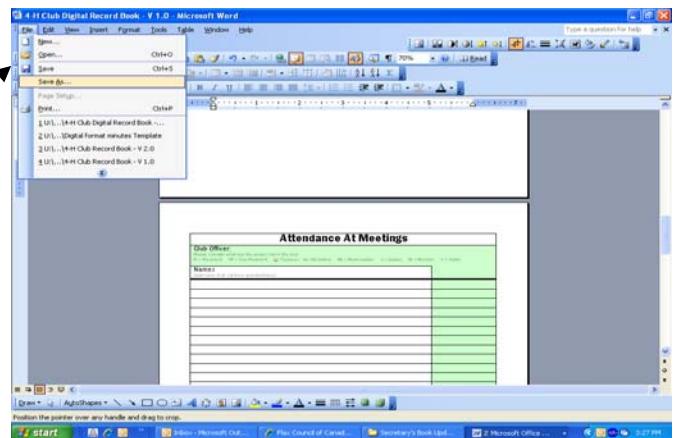
# 4-H e-Records

## Digital

To use the digital version, just fill in the information on the computer. Do not fill in the pages that say "paper format." Remember, it is a good idea to make copies or print-outs of these records in case the computer crashes. Save your information often.

### Things to Remember When Using the Digital Version

1. Fill out the front page, attendance and minute sheet.
2. To type up the minutes, please do so directly under the box titled "Report of the club meeting".
3. When downloading or saving this file for the first time, please title it the name of your club and then "digital minutes template." When recording the club minutes for any future time, please go to that file and then hit "save as" and enter the name of your club with the date and year.
4. Please save all these documents to one folder so it can be easily transferred to other people.
5. Print the prior meeting's minutes and attendance before the next meeting.



## Here's How to Get Your Own

To receive your very own copy of the Digital Record Book, please send an email to [learns@4h.mb.ca](mailto:learns@4h.mb.ca). M4HC will send a copy to your club.







































## What is 4-H?

4-H is an international youth organization involving more than 7 million members in 80 countries around the world.

In Canada, 4-H began in 1913 in Roland, Manitoba as a community-based organization dedicated to growth and development of rural youth. Today's 4-H program reaches both farm and non-farm youth across Canada. The motto of "Learn to Do by Doing" is embodied in the program, as 4-H focuses on skill development as well as personal development of life skills such as communication, leadership and citizenship.



**CANADA**  
4-H Manitoba

### 4-H Motto

"Learn To Do by Doing"

### 4-H Pledge

I pledge,  
My HEAD to clearer thinking,  
My HEART to greater loyalty,  
My HANDS to greater service,  
My HEALTH to better living,  
For my club, my community, my country, my world.

This manual is available in alternate format upon request.