

List of Advisors & Officers

Year _____

Advisors

Name of Advisor	Leadership Area	Phone #	Email

Officers

Member Name	Office	Phone #	Email
	President		
	Vice President		
	Secretary		
	Treasurer		
	Health Officer		
	Safety Officer		
	Recreation Leader		
	News Reporter		
	Historian		
	Community Service		



List of Committees

When a committee is formed, write the names of the committee and the names of members appointed to the committee.

Date _____

Committee	Chairperson	Members
Task / Job		

Date _____

Committee	Chairperson	Members
Task / Job		



Meeting Minutes Report Form

Location: _____ Date: _____ Time: _____

Number Present: Members _____ Advisors _____ Parents _____ Guests _____ Total Present _____

Write your minutes in the space below or type them on your computer and attach a copy.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Secretary's Signature _____ President's Signature _____

Meeting Notes Worksheet

This form is used to keep notes for writing the minutes after the meeting.

A. Opening

Pledge of Allegiance by _____

4-H Pledge by _____

Roll call was _____ and answered by:
Members _____ Advisors _____ Number of Parents _____ Guests _____ attending.

B: Officer Reports

Minutes of last meeting approved as (circle one): read corrected

Correspondence: _____

Treasurer Report: _____

Other Officers

Reporter: _____

Historian: _____

Other: _____

Leaders: _____

C. Committee Reports

Committee: _____ by: _____
motion _____ pass/fail

Committee: _____ by: _____
motion _____ pass/fail

D. Unfinished/Old Business

E. New Business

_____ moved to _____ Seconded by _____ pass/fail

_____ moved to _____ Seconded by _____ pass/fail

_____ moved to _____ Seconded by _____ pass/fail

_____ moved to _____ Seconded by _____ pass/fail

F. Announcements (county dates and reminders, upcoming activities)

G. Adjournment: move by _____ Seconded by _____ pass/fail

H. Program: _____

I. Refreshments provided by: _____

J. Next meeting will be held on _____

Year _____ Club Roll

Member Name	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Phone #
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											
11.											
12.											
13.											
14.											
15.											
16.											
17.											
18.											
19.											
20.											



Year _____ Club Roll

Member Name	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Phone #
21.											
22.											
23.											
24.											
25.											
26.											
27.											
28.											
29.											
30.											
31.											
32.											
33.											
34.											
35.											
36.											
37.											
38.											
39.											
40.											

4-H Group Secretary Audit Form

Club Name: _____ **Year:** _____

*This form may be used as a checklist for the items and documents needed in your Secretary Book. This form will be completed by an audit committee. Please do not make any notes on this form.

Financial Records Binder Audit Checklist

<input type="checkbox"/>	Club Calendar
<input type="checkbox"/>	4-H Member List
<input type="checkbox"/>	Attendance Roster for Roll Call
<input type="checkbox"/>	List of Advisors & Officers
<input type="checkbox"/>	Meeting Notes Worksheet
<input type="checkbox"/>	Meeting Minutes, Agendas, & Treasurer Reports
<input type="checkbox"/>	Club Communications
<input type="checkbox"/>	Club Committees
<input type="checkbox"/>	Constitution / Bylaws
<input type="checkbox"/>	Secretary's Resource Guide
<input type="checkbox"/>	Secretary Audit Form
<input type="checkbox"/>	Miscellaneous

Comments

(Audit Committee Member Signature)

(Date)

(Audit Committee Member Signature)

(Date)

