

# Jasper County 4-H Club Secretary

Revised 07/19

## YEAR-END SUMMARY

This summary will be used to select the outstanding club secretary of the past 4-H year. (Use only space provided. Do not add pages.) This summary should be submitted with the secretary's book.

Name \_\_\_\_\_

Club \_\_\_\_\_

Check or circle the months in which you served as secretary at the club meetings

Sept    Oct    Nov    Dec    Jan    Feb    Mar    Apr    May    June    July    Aug

DID YOU ATTEND AN OFFICER'S TRAINING WORKSHOP? (5 points possible)

YES

NO

Check level of training    Club    County    Region   Location \_\_\_\_\_ Date \_\_\_\_\_

## SECRETARIAL DUTIES (20 points possible)

Discuss briefly your role as your club's secretary. List your **MAJOR** responsibilities.

## WHAT WAS YOUR MOST DIFFICULT RESPONSIBILITY AS SECRETARY? (10 points possible)

Discuss how you carried out this responsibility.

## WHAT DID YOU LIKE BEST ABOUT SERVING AS SECRETARY? (6 points possible)

## WHY IS THE POSITION OF SECRETARY IMPORTANT TO THE 4-H CLUB? (5 points possible)

**DISCUSS BRIEFLY EACH OF THE FOLLOWING SUBJECTS**

Your discussion may include how each was done, time spent, problems you faced, special situations, etc.

1. **TAKING ROLL (9 points possible)**

2. **PREPARING MINUTES (9 points possible)**

3. **COMPLETING THE SECRETARY'S BOOK (9 points possible). Please submit secretary record book.**

4. **WORKING WITH THE CLUB LEADER (9 points possible)**

5. **WORKING WITH OTHER OFFICERS (9 points possible)**

6. **WORKING WITH ALL MEMBERS (9 points possible)**

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Report must be signed by the officer submitting summary and approved by the club leader.

Date \_\_\_\_\_ Date \_\_\_\_\_  
Signature of club secretary Signature of club leader