

# Secretary/Treasurer

- **Secretary: General Duties**

- Keep records of all meetings
- Read the minutes of the last meetings
- Call the roll and check attendance
- Correspond with other clubs/organizations
- Serve as treasurer (Some clubs)

- **Writing Minutes and Keeping Records**

**What to record:**

- Place, date and time of the meeting.
- All motions and the names of the people who make and second those motions.
- Topics discussed under new business, old business, reports, and announcements.
- The subject of the program and the name of the person who presented the program.
- Names of individuals who led recreational activities and provided refreshments.
- At the end of the year, record the names of officers elected, committees appointed and other business conducted during the meeting.
- Collect and file all committee reports in your binder.



**Tips**

- Make sure you have a copy of each business meeting's agenda
- Take notes during the meeting
- Write up the minutes by hand or on the computer within a week after the meeting

- **Correspondence**

**What is it?**

Correspondence means "communication by means of letters or e-mail". In other words, as Secretary you will write emails or letters to other clubs or organizations on behalf of your club. This job includes:

- Sending thank-you notes to guest speakers and to people who make donations to the club.
- Communicating with other clubs or the County Council when necessary (such as planning a multi-club party or activity)
- Reading letters or emails sent from an organization or club to your club at business meetings

### • Treasurer: General Duties

- Plan the club budget with the club manager and club officers
- Keep accurate and updated records of the clubs funds
- Save club receipts
- Account for funds donated to the club
- Give statements over the club's funds at each meeting
- Pay/sign all bills authorized for payment by the club budget or by club members



### • At Club Meetings

- Report on all bills paid and all money received since the last meeting.
- Report the present club balance.
- Ask if there are any bills to be presented by members or adult volunteers to you for payment
- Ask the club to take action on all bills that require a motion to pay – that is, the expenses not included in the approved club budget

#### *Tips*

- Communicate with your club manager. Your manager might give you more responsibilities or fewer responsibilities depending on your club. Even if your manager handles bills for you, you still might need to sign bills and checks as the club treasurer.
- Learn how to write a check



**Example Outline of Minutes:**

The meeting of the \_\_\_\_\_ 4-H Club was called to order by (name): \_\_\_\_\_ at (time): \_\_\_\_\_ On (date): \_\_\_\_\_ At (location): \_\_\_\_\_.

The American Pledge was led by: \_\_\_\_\_, the Texas Pledge by: \_\_\_\_\_ and the 4-H Motto and Pledge was led by \_\_\_\_\_.

\_\_\_\_\_ gave the Patriotic Inspiration.

\_\_\_\_\_ called roll. \_\_\_\_\_ members and \_\_\_\_\_ adults were present.

\_\_\_\_\_ introduced new members and guests.

The minutes were read by \_\_\_\_\_. \_\_\_\_\_ moved to approve the minutes as read and \_\_\_\_\_ seconded the motion.

\_\_\_\_\_ gave the Treasure's Report, which was (summary of the report): \_\_\_\_\_.

\_\_\_\_\_ reported on the last reported on the last Cooke County Council Meeting.

Under new business, (topics discussed): \_\_\_\_\_ were discussed.

\_\_\_\_\_ moved that (motion): \_\_\_\_\_, and his/her motion was seconded by \_\_\_\_\_. The motion was passed by majority vote.

There was no old business.

\_\_\_\_\_ and \_\_\_\_\_ announced that (announcements): \_\_\_\_\_.

The program was given by \_\_\_\_\_ on (program topic): \_\_\_\_\_.

\_\_\_\_\_ moved to adjourn the meeting, and the motion was seconded by \_\_\_\_\_. The meeting was adjourned.

\_\_\_\_\_ led everyone in recreation & games.

Refreshments were provided by \_\_\_\_\_.

**Example Check:**

JOHN SMITH 1234 Main Street Anytown, USA 12345 512-555-1212 Date: <u>(Month/Day/Year)</u> PAY TO THE ORDER OF <u>(Who are you paying?)</u> \$ <u>00.00</u> <u>(Amount you're paying in words)</u> DOLLARS GlobalMegaCorp, NA 123 Main Street Anytown, USA 12345 for <u>(What are you paying for?)</u> <u>(Your signature)</u> ⑆012345678⑆ ⑆234567890⑆ 0100	JOHN SMITH 1234 Main Street Anytown, USA 12345 512-555-1212 Date: <u>7/17/18</u> PAY TO THE ORDER OF <u>Chick-fil-a</u> \$ <u>20.34</u> <u>Twenty and 34/100</u> DOLLARS GlobalMegaCorp, NA 123 Main Street Anytown, USA 12345 for <u>Three gallons of sweet tea</u> <u>Julie McFerron</u> ⑆012345678⑆ ⑆234567890⑆ 0100
---	--