

Secretary:

- ❖ Call or check the roll and keep a record of attendance.
- ❖ Keep a record of the minutes of all meetings. Read the minutes when the President calls for them.
- ❖ Take care of club correspondence unless the corresponding Secretary has been elected. Send and post notices of 4-H meetings when instructed.
- ❖ Call meeting to order when both the President and Vice President are absent.
- ❖ Furnish your 4-H leader and/or Extension agents with copies of club roll and reports.
- ❖ Keep records of club:
 - Roll
 - Minutes
 - Programs
 - Plan of Work
- ❖ Provide copies of that listed above to the Historian for the club scrapbook. Along with collecting news articles, pictures, etc.
- ❖ Keep a record of all names, ages, addresses, and projects being taken by each 4-H member.