



## SECRETARY'S RECORD

\_\_\_\_\_ County Council

## MISSISSIPPI HOMEMAKER VOLUNTEERS, INC.

YEAR \_\_\_\_\_

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Secretary

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Extension County Director

## INSTRUCTIONS FOR USING THIS RECORD BOOK

We suggest this book be put in a loose-leaf binder (the type used by school children) for use during the year.

If additional pages are needed for club rolls, order them from the office of the leadership development specialist.

Other pages may be hole-punched and inserted as needed.

Reports of all completed committee work should be reported under the goals and completed accomplishments section.

A president's narrative is **necessary** for a complete picture of the work accomplished.

# Secretary of an Organization

Keeping records is always a big responsibility. Your job as secretary is vital because your council cannot function efficiently without current and accurate records.

## Your Responsibilities

Think about your secretarial position. It is critical that you become familiar with and carry out each part of the secretary's job. A record lost, a list unmade, or a report not filed can mean trouble for your organization. This means doing jobs when they need to be done, having records when they are needed, and knowing where things are.

Your responsibilities as secretary include the following:

- Writing the minutes.
- Keeping an up-to-date membership roll.
- Checking attendance at each meeting.
- Making a record of all committees and notifying members if they were named to committees when they were absent.
- Handling the correspondence.
- Presiding at the meeting when the president and vice-president are absent.
- Keeping a copy of the bylaws with amendments properly entered.
- Taking part in each meeting.

## Keeping Minutes

First on the list of secretarial responsibilities is taking and writing the minutes. Your club has a record book designated for the minutes. It's your job to accurately record accounts of each meeting in the order the business and the programs are conducted. The minutes are more than just a "handy reference" if properly written. They become a written history of your organization.

It may be helpful during the business meeting to take minutes in note form without being overly concerned about neatness. This way you can keep your mind on what people are saying and doing. You can enter the minutes in the official record book when you get home, taking all the time you need to transcribe your notes.

An Outline of the minutes includes the following:

- I. Opening of minutes
  - a. Notes the kind of meeting (whether regular or special)
  - b. States the name of the council
  - c. States the date, time, and place of the meeting.
  - d. States the name of the presiding officer.
  - e. Notes that a quorum was present.

## II. Proceeding of the minutes

- a. Notes whether the minutes of the previous meeting were read, corrected, and approved.
- b. States the subject of each report, the name of the person who presented it, and the action taken on it. Sometimes minutes also contain summaries of important reports.
- c. Notes all motions and their results. The minutes should not contain discussion of motions.
- d. Notes all points of order, appeal, and outcome.

## III. Closing of the minutes

- a. Notes the hour of adjournment.
- b. Contains the secretary's signature.

The minutes are records of what was done, **not** what was said. Minutes should not contain discussions, personal opinions, adjectives, or interpretations. The secretary signs the minutes when they are written, and the president signs after they are approved. Corrections to the minutes are made by marking through the word or words to be corrected and writing the correction above, or in the margin, and then by initialing.

## Handling Correspondence

A secretary is responsible for all council correspondence, e.g., notifying members of meetings, writing sympathy or congratulatory messages, writing thank-you notes, and replying to all letters and inquiries. As a courtesy, a copy of correspondence should be sent to the persons mentioned in the letter and the appropriate committee chair. The president of your club should receive copies of all correspondence. Be prepared to read all correspondence at the business meetings.

## Attendance Records

The secretary is responsible for keeping attendance records. Record the names of all members and monitor with their attendance. Develop symbols for absent, present, excused, and other often-used terms to make attendance records easier to understand and to record.

Keep entries current; make sure they are legible and neat. Erasures or corrections should be verified and initialed. If roll is taken by sign-up sheet, transfer the data to the attendance book immediately after the meeting.

## Other Duties

You are the president's secretarial assistant: always be prepared to explain what business is pending. As secretary, you have all the rights to membership. You may introduce motions, discuss them, and vote on all measures. You need to be present at all meetings, and if you are unable to attend, you should send the record book to the president before the meeting.

**ALL LETTERS FROM THE COUNCIL PRESIDENT SHOULD BE PLACED IN THE RECORD UPON COMPLETION OF THE YEAR'S WORK.**

If you have any questions, do not hesitate to call (662) 325-3360.

**MOTION SHEET - Suggestion for use by secretary for Minutes**

**Meeting Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Motion Number 1:**

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**Proposed by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**For:** \_\_\_\_\_ **Against:** \_\_\_\_\_

**Motion Number 2:**

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**Proposed by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**For:** \_\_\_\_\_ **Against:** \_\_\_\_\_

**Motion Number 3:**

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**Proposed by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**For:** \_\_\_\_\_ **Against:** \_\_\_\_\_

**Motion Number 4:**

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**Proposed by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Motion Number 5:**

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**Proposed by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**For:** \_\_\_\_\_ **Against:** \_\_\_\_\_

**Mississippi Homemaker Volunteers, Inc.  
 Secretary's Record  
 Score Sheet  
 Point system based on 1 (low) – 10 (high)**

County \_\_\_\_\_

	1	2	3	4	5	6	7	8	9	10
Overall Appearance										
Officers and Chairs										
Council Representation (Area or State)										
Attendance										
Council Minutes										
Budget										
Monies Received										
Receipts/Disbursements										
Council Accomplishments										
Summary: Community Activities										
4-H Participation										
Agency Cooperation										
Publicity										
President's Message										
Others										

## OFFICERS AND CHAIRS

OFFICE OR COMMITTEE	NAME	ADDRESS
<b>Officers</b>		
<b>President</b>		
<b>Vice President (Program Chair)</b>		
<b>Secretary</b>		
<b>Treasurer</b>		
<b>Parliamentarian</b>		
<b>Historian</b>		
<b>4-H Advisor</b>		
<b>Education Chairs</b>		
<b>Family Issues</b>		
<b>Community Special Projects</b>		
<b>Environment</b>		
<b>International</b>		
<b>Health and Nutrition</b>		
<b>Standing Chairs</b>		
<b>Awards and Recognition</b>		
<b>Budget</b>		
<b>Credentials</b>		
<b>Scholarship</b>		
<b>Membership</b>		
<b>Nominating</b>		
<b>Public Relations</b>		
<b>Young Homemakers</b>		
<b>Special Events Chairs</b>		
<b>Cultural Arts</b>		
<b>Fashion Revue</b>		

**Other Committees**

<b>Name of Committee</b>	<b>Committee Members</b>
	<b>Chair</b>
	<b>Chair</b>
	<b>Chair</b>
	<b>Chair</b>
	<b>Chair</b>
	<b>Chair</b>
	<b>Chair</b>
	<b>Chair</b>



**COUNCIL REPRESENTATION ON AREA OR STATE COUNCIL**

1. **Committee or Office** \_\_\_\_\_  
\_\_\_\_\_  
**Name** \_\_\_\_\_
  
2. **Committee or Office** \_\_\_\_\_  
**Name** \_\_\_\_\_
  
3. **Committee or Office** \_\_\_\_\_  
**Name** \_\_\_\_\_
  
4. **Committee or Office** \_\_\_\_\_  
**Name** \_\_\_\_\_
  
5. **Committee or Office** \_\_\_\_\_  
**Name** \_\_\_\_\_
  
6. **Committee or Office** \_\_\_\_\_  
**Name** \_\_\_\_\_
  
7. **Committee or Office** \_\_\_\_\_  
**Name** \_\_\_\_\_
  
8. **Committee or Office** \_\_\_\_\_  
**Name** \_\_\_\_\_
  
9. **Committee or Office** \_\_\_\_\_  
**Name** \_\_\_\_\_
  
10. **Committee or Office** \_\_\_\_\_  
**Name** \_\_\_\_\_
  
11. **Committee or Office** \_\_\_\_\_  
**Name** \_\_\_\_\_
  
12. **Committee or Office** \_\_\_\_\_  
**Name** \_\_\_\_\_
  
13. **Committee or Office** \_\_\_\_\_  
**Name** \_\_\_\_\_

**COUNTY COUNCIL OFFICERS**

<b>OFFICE</b>	<b>NAME</b>	<b>ADDRESS</b>
<b>President</b>		
<b>Vice-President</b>		
<b>Secretary</b>		
<b>Treasurer</b>		
<b>Parliamentarian</b>		
<b>Historian</b>		
<b>Other</b>		

# ATTENDANCE AT MEETINGS

(Write in P-present; A-absent; S-substitute) (Write in month - Record extra meetings)												Totals	

## COUNTY COUNCIL MEMBERSHIPS

Office	Name	ADDRESS
<b>Name of Club</b>		
<b>President</b>		
<b>Vice President</b>		
<b>Secretary</b>		
<b>Treasurer</b>		
<b>Number of Visitors</b> _____		
<b>Name of Club</b>		
<b>President</b>		
<b>Vice President</b>		
<b>Secretary</b>		
<b>Treasurer</b>		
<b>Number of Visitors</b> _____		
<b>Name of Club</b>		
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<b>Vice President</b>		
<b>Secretary</b>		
<b>Treasurer</b>		
<b>Number of Visitors</b> _____		

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<b>Secretary</b>		
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<b>Vice President</b>		
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# ATTENDANCE AT MEETINGS

(Write in P-present; A-absent; S-substitute) (Write in month – Record extra meetings)												Totals	

## COUNCIL PROGRAM

Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Club in charge \_\_\_\_\_

Song \_\_\_\_\_ Led By \_\_\_\_\_

Devotion \_\_\_\_\_ Led By \_\_\_\_\_

Business and Reports:

## RECORD OF MEETING MINTUES

**Signed:** \_\_\_\_\_  
**Secretary**

**Signed:** \_\_\_\_\_  
**President**

**Number of present** \_\_\_\_\_ **Number of visitors present** \_\_\_\_\_

**Number attending council meeting: Officers** \_\_\_\_\_ **Others** \_\_\_\_\_

**Number of leaders attending training meeting** \_\_\_\_\_

## **COUNCIL PROGRAM**

Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Club in charge \_\_\_\_\_

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Devotion \_\_\_\_\_ Led By \_\_\_\_\_

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Song \_\_\_\_\_ Led By \_\_\_\_\_

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## **COUNCIL PROGRAM**

Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Club in charge \_\_\_\_\_

Song \_\_\_\_\_ Led By \_\_\_\_\_

Devotion \_\_\_\_\_ Led By \_\_\_\_\_

Business and Reports:

## **RECORD OF MEETING MINTUES**

## COUNCIL BUDGET

### FINANCIAL SUMMARY

Amount on hand at beginning of year .....	\$ _____
Receipts for year .....	\$ _____
Total receipts .....	\$ _____
Total disbursements .....	\$ _____
Balance at end of year .....	\$ _____

**DUES AND CONTRIBUTIONS RECEIVED**

<b>Name of Club</b>	<b>Date Dues Paid</b>	<b>Amount of Dues</b>

## RECEIPTS

Sources (Clubs, etc.)	Dues	Other	Date	Total
Example: Jackson Club	\$5.00		1-1-2007	\$15.00
<b>TOTALS</b>				

### DISBURSEMENTS

Sources (Clubs, etc.)	MHV Dues	Yearbooks	Other	Date	Total
<b>TOTALS</b>					

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Sources (Clubs, etc.)	MHV Dues	Yearbooks	Other	Date	Total
<b>TOTALS</b>					

**ACCOMPLISHMENTS OF COUNCIL AND CLUBS  
IN ORGANIZATION PROGRAM FOR YEAR**

<b>GOALS</b>	<b>ACCOMPLISHMENTS)</b>



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IN ORGANIZATION PROGRAM FOR YEAR**

<b>GOALS</b>	<b>ACCOMPLISHMENTS)</b>

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IN ORGANIZATION PROGRAM FOR YEAR**

<b>GOALS</b>	<b>ACCOMPLISHMENTS)</b>

## **COMMUNITY AND OTHER ACTIVITIES**

**(Record anything not reported under general goals and accomplishments or committee reports. Example: participation in rural community organizations, clean-up drives, etc.)**

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## 4-H PARTICIPATION

## **COOPERATION WITH OTHER AGENCIES**

**(List ways in which your county improved public relations with civic clubs, federated clubs, PTA, health department, etc. Report participation in meetings, sponsorship, and joint participation in projects and drives.)**

## **PUBLICITY**

**(List ways in which the council and clubs gave publicity to Extension work in the county. Example: exhibits, window displays, tours, news stories, radio, television, etc. Include examples of publicity, such as news clippings and pictures.)**



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**(List ways in which the council and clubs gave publicity to Extension work in the county. Example: exhibits, window displays, tours, news stories, radio, television, etc. Include examples of publicity, such as news clippings and pictures.)**

## SUMMARY

Number of MHV club members in county January 11	
Number of members added during the year	
Number of members in county at end of club year	
Number of clubs in county January 1	
Number of clubs added during year	
Number of clubs lost during year	
Number of clubs at end of year	
Number of council or executive board meetings held during year	
Average number of clubs represented at each council meeting	
Average attendance at council meetings	
Number of leader training meetings held in preparation for MHV club meetings	
Average attendance at leader training meetings	
Number of council members earning Certificates of Merit (if applicable)	
Number of Reading Certificates earned	
Number of pin awards earned:	
Three rubies	
Five Rubies	
Three Diamonds	
Five Diamonds	
25-year service pin	
50-year service pin	
60- year service pin	
70 year service pin	
75-year service pin	
Other	

## PARTICIPATION IN CONTESTS OR EXHIBITS

Contest or Exhibit	Number of Entries	Award Won
1. Community Beautification		
2. Program Leader's Contest		
3. Garden Leader's Record		
4. Home Environment Contest		
5. Fashion Revue    County Area State		
6. Young Homemaker		
7. Others (list) (nutrition, etc.)		
8. County Education Reports Submitted to State Chairs		
NAME OF REPORT	NAME OF CHAIR	

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Form 0019 Council (POD-01-16)



**MISSISSIPPI STATE**  
UNIVERSITY™

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**EXTENSION**

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