



4-H
Officer Manual
Secretary
(4th-6th Grade)



As Secretary, you should...

- *Report minutes of previous meeting each month.*
- *Keep record of community service.*
- *Remind classmates and teacher of upcoming dates and activities.*
- *Speak loudly so all of your classmates can hear you.*
- *Encourage participation in class and afterschool, and be active in 4-H.*
- *Be courteous to classmates and visitors.*



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Dear Secretary,

Congratulations!

It's really an honor to be elected to serve as a 4-H Officer. As you assume your 4-H Office, much of the responsibility for the success of your club will depend on you and the other officers. Good officers are enthusiastic, tactful, loyal, honest, and friendly. As Secretary of your club, you will provide leadership at your 4-H club meetings. We know that you will be the best officer possible. Good luck!!

Sincerely,

Ms. Jackie Nunn, 4-H County Extension Agent



Putnam County 4-H Leadership Meeting Agenda



President:

“Welcome to the meeting of the 4-H Club. I will now call the meeting to order. We will begin by presenting the monthly inspiration, followed by the Vice-President leading us in the 4-H pledge”

(Read the monthly inspiration)

Vice-President:

“Everyone please stand and join in as we recite the 4-H Pledge.”

4-H Pledge

I pledge my HEAD to clearer thinking,

My HEART to greater loyalty,

My HANDS to larger service,

My HEALTH to better living.

For my club, my community, my country, and my world.

Vice-President:

“Let’s celebrate those who have participated in 4-H events outside of the classroom”

(Read the report of participation)

“Our Secretary will now review the minutes of our last meeting and the community service report”

Secretary:

(Read the minutes)

“Let’s now report on our community service items that have been turned in”

(Read the report of community service)

“Our President will now close the leadership portion of our meeting”

President:

“Thank you, let’s review the 4-H Motto and Slogan. Our 4-H motto is: To Make the Best Better. Our 4-H slogan is: To Learn by doing. Let’s remember to do as our motto says by striving to always be the best version of ourselves. I will now turn the meeting over to our 4-H leader for a review of our newsletter and today’s educational program”



Monthly Inspiration



October	<p>“Spread love everywhere you go. Let no one ever come to you without leaving happier.”</p> <p>-Mother Teresa Nun & Nobel Peace Prize Winner</p>
November	<p>“Our greatest glory is not in never failing, but in rising every time we fall.”</p> <p>-Confucius Philosopher</p>
December	<p>“If you want to lift yourself up, lift up someone else.”</p> <p>-Booker T. Washington Educator, Author, & Presidential Advisor</p>
January	<p>“We will fail when we fail to try.”</p> <p>-Rosa Parks American Activist</p>
February	<p>“Don’t sit down and wait for the opportunities to come. Get up and make them.”</p> <p>-Madam C.J. Walker American Entrepreneur</p>
March	<p>“Never be limited by other people’s limited imaginations.”</p> <p>-Dr. Mae Jemison First African American Female Astronaut</p>
April	<p>“Happiness is when what you think, what you say, and what you do are in harmony.”</p> <p>-Gandhi Political Ethicist</p>



Secretary's Minutes



Month: _____ Teacher: _____

What was the program about last month and what was discussed?

Number/Amount of Community Service Items Turned in:



Secretary's Minutes



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Manual Created by Jacqueline Nunn, Putnam County 4-H Agent

References:

Arch the Dog Graphic, Bulldog Print and Design Company

Officer Manual Information, Ware County, Author Unknown

4-H Basics

The 4-H Pledge

“I pledge

My HEAD to clearer thinking,

My HEART to greater loyalty,

My HANDS to larger service,

and My HEALTH to better living,

**for my Club, my Community, my Country,
and my World!”**

The 4-H Motto

To Make the Best Better

The 4-H Slogan

Learn by Doing

The 4-H Colors

Green and White



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