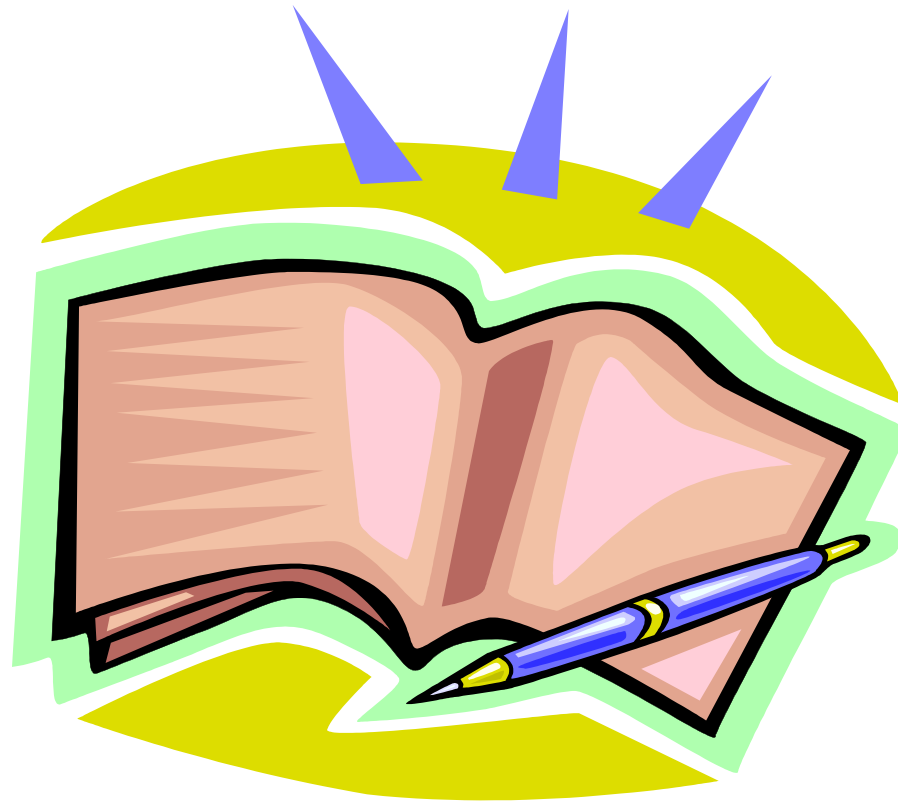


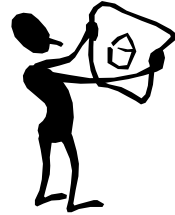
Secretary



Developed by: Wisconsin 4-H Southern District Leadership Team
Sponsored in part by the Wisconsin 4-H Foundation
Revised: 4/3/02

TEACHING PLAN

Topic: Secretary



Date of presentation: _____ Location: _____

Audience description: _____ Age range: _____ Group size: _____ Length of lesson: _____

Visual aids needed: _____ Equipment/supplies needed: large bag of M&M's, plain paper for participants, newsprint pad, easel, markers, 4-H thank you notes for participants Handouts needed: Crazy Clovers Agenda, Highlighting Minutes, Member Information, Crazy Clover Roll Call, Thank You Notes – Please!, Secretary's Guidelines for Writing Minutes, Secretary Goals (copies for participants), MSU **So you are secretary of your club publication.** (Michigan State University) Optional handout: Example of Secretary's Minutes for Discussion

When the lesson is completed, learners will be able to:

1. List duties of a club secretary
2. Write meeting minutes from notes
3. Write thank you notes to 4-H supporters

How will you be able to know the learners are able to do that? Participants will be able to verbally state the duties of the secretary to the group through personal introductions, participants will demonstrate to the trainers the writing of meeting minutes from notes during the session, and participants will demonstrate to the trainers the writing of thank you notes to 4-H supporters during the session.

WHAT YOU SAY	WHAT YOU DO OR SHOW	WHAT LEARNERS DO
<p><i>Setting the scene: introducing the topic</i> The teachers introduce themselves by telling their names, counties, clubs and something about themselves. Say “We are here to help you better understand you job as secretary. We’re going to do an activity first to help you see how important your job is really to your club...and to help you identify some things you bring to the position.”</p>	<p>Have everyone stand in a circle. Carry the bag of M&M’s around the circle, and let each person choose from M&M’s from the bag. As they prepare to eat each M&M, go around the circle and ask them to share these points with the group.</p> <ol style="list-style-type: none"> 1. Name 2. Club 3. One important responsibility of being a secretary. 4. One thing they are good at that a secretary needs to be effective. 	<p>Each secretary takes four M&M’s from the bag.</p> <p>They eat one M&M at time as they respond to the four points.</p>
<p><i>An emotion-producing experience: why the topic is important!</i> Say “A good secretary helps the 4-H club keep on track. They provide organization for the work that needs to be done by keeping accurate minutes as the meeting agenda is carried out. They also assist the president in following the agenda, taking roll call of the club’s members, writing down motions as they area made and keeping notes of discussion on the business at hand, recording important decisions the club makes, and creating a written history of the group. Some club’s also ask the secretary to send important correspondence out to important people.</p> <p>If you think of groups like a football team or the cast of a school play, there usually is a person who acts like a secretary for the group. Maybe it’s the person who keeps statistics during a football game or the person who prompts the actors during a performance of a play. Let’s take a moment to think about what might happen if that person was missing.”</p>	<p>Present the short lecturette written to the left.</p> <p>Divide the large group into a “football team” and a “school play cast.” Have each group make a list of what would happen if the statistician or the play prompter was missing. For example, the football team would be disorganized—not knowing how many feet left before another first down or not knowing who did well each game. The play cast might forget their lines resulting in mass confusion and a poorly presented play. The director</p>	<p>Secretaries listen to your comments.</p> <p>Each group discusses the football or play scenario. One-group member records predicted outcomes of a missing statistician or play prompter for a report back to the larger group.</p>

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	<p>might forget what comes next and give incorrect stage directions.</p> <p>Have each small group report back to the larger group what they have predicted as outcomes of the missing person.</p>	
<p><i>Explaining what is to be learned: providing information about the topic</i></p> <p>Say “Now that we have established how important the secretary is to the productivity and efficient functioning of the club, let’s concentrate on three main points for the remainder of the session. We’ll discuss important responsibilities of the secretary, spend some time stressing the importance of good note taking, and offer some helpful hints for your job.”</p>	<p>Write on a newsprint pad:</p> <ul style="list-style-type: none"> ⇒ Responsibilities ⇒ Note taking ⇒ Hints 	<p>Secretaries watch and listen as you talk and write.</p>
<p><i>Learning activities: exercises to teach the information to be learned</i></p> <p>Say “To help us explore the important responsibilities of a club secretary, let’s pretend we’re at a club meeting. We will be the group’s president and will state the agenda for the meeting. As we present it, each of you take notes as the group’s secretaries.</p> <p>Now that you have taken notes, write minutes in paragraph form as the club secretary.”</p>	<p>Read the agenda like it would be read and discussed at a club meeting. Use Crazy Clovers Agenda and Highlighting Minutes as your guide. Be sure to give extra details during the meeting. One trainer needs to take notes on a newsprint pad for eventual reference and discussion.</p> <p>Ask two or three volunteers to read their paragraphs—have them give their secretary’s report.</p> <p>Discuss what is in a good secretary’s report (mention the parts of the reports that were</p>	<p>Secretaries take notes on a piece of paper.</p> <p>Secretaries write paragraphs from the notes.</p> <p>Two or three volunteers give oral reports from their written paragraphs.</p>

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	given demonstrating these characteristics and refer back to the newsprint notes): <ul style="list-style-type: none"> ⇒ Accurate information ⇒ Motions made ⇒ Important and necessary details, details, details! 	
<p><i>Applying the information: providing opportunities to practice the skills or roles involved</i></p> <p>Say “A good secretary is the club’s link to its members. It’s important the secretary knows who the members are and is able to correctly pronounce their names. By doing so, the members feel welcome and at ease in the group.</p> <p>Here is a handout you can use to help keep tabs on your club’s members.</p> <p>These are some sample names for us to discuss.</p> <p>What do you think? Pretty tough? When in doubt, don’t hesitate to ask the member privately how to pronounce and say their name. That makes the person feel important if you express a sincere desire to share their name correctly with the club.</p> <p>Another important job of the secretary is to write and send than you notes on behalf of the club. Let’s talk about and practice this task.”</p>	<p>Present the paragraph written to the left.</p> <p>Distribute the Member Information handout. Stress how important the information helps with the accurate completion of the secretary’s book. The sheet gathers the necessary info in an organized manner.</p> <p>Hand out the Crazy Clover Roll Call sheets. Calling names is another job the secretary must complete clearly, correctly, and loudly. Encourage the secretaries to practice pronouncing their members difficult names.</p> <p>Ask each person to try saying one of the names on the roll call sheet.</p> <p>Distribute the Thank You Notes-Please handout. Highlight important points to remember.</p>	<p>Secretaries listen to the paragraph.</p> <p>Secretaries learn to say names correctly by practicing the pronunciation of them.</p> <p>Secretaries write thank you notes to their 4-H leader, a parent, or their Extension Agent.</p>

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<p><i>Processing the practice opportunities: reinforcing what was good and relating the actions to their 4-H club</i></p> <p>Say “Let’s talk about your own clubs. What’s it like in the real world?”</p>	<p>Have secretaries share their own club’s situation touching on:</p> <ul style="list-style-type: none"> Past history of the secretary’s jobs Other jobs the secretary is expected to complete Correspondence the secretary sends out Any other tips, issues or problems the participants want to share <p>Discuss any problems secretaries are having, and ask the group for suggestions on how to solve them.</p>	<p>Secretaries share their club’s past and current situation.</p>
<p><i>Summarizing and concluding: responding to questions and reviewing the information learned</i></p> <p>Say “Today we have talked about important responsibilities of the secretary office, practiced taking notes and writing minutes, and practices writing thank you notes. Don’t be afraid to ask questions of your club leaders or of past secretaries if you become confused. That’s how you learn how to be a top-notch secretary for your club.</p> <p>Let’s quickly review a few important tips in your reference book.</p> <p>Now that you have thought a lot about the 4-H year ahead of you, please take a moment to identify a goal you now have for the office. Does anyone have any last minute questions?</p> <p>Thanks for participating, and good luck in your office this year.”</p>	<p>Briefly highlight important points in the secretary book—use post-it notes to mark points you want to stress in your review. Use Secretary’s Guidelines for Writing Minutes to also summarize.</p> <p>Distribute and discuss the Secretary Goals sheet.</p> <p>Respond to questions as participants ask them. If you do not know the answer, encourage them to check with their local 4-H staff for assistance.</p>	<p>Secretaries browse through their secretary books—locating key points as they are reviewed.</p> <p>Secretaries identify personal goals for the 4-H year.</p> <p>Participants ask questions.</p>

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Notes and reminders: did you forget anything?	Give any extra copies of your handouts to the county 4-H staff in charge before you leave. Thank them for allowing you to present your information and for including them in their program.	

Crazy Clover Agenda

New Business:

- (1) Need community service committee members—any volunteers?
(solicit 3 names)

- (2) Plan for the winter fund raiser—ideas are a basketball food stand, a lock-in, and a pizza sale.
(moved by John Jones to do a lock-in, seconded by Katie Smith, motion carried for the lock-in)

- (3) Recruit county drama club members.
(solicit an adult coordinator and 4-H youth members)

- (4) Determine who plans to attend next month's chili supper.
(record attendees)

(Trainers fill in gaps for needed information mentioned in parenthesis!)

Member Information

Name _____ Grade _____
(print first name, middle initial, last name)

Address _____
(print city, state, zip code)

Phone Number (____) _____ Age ____ Years in 4-H _____

Work Phone (if any) (____) _____

Projects: _____

Junior leader in these projects: _____

Parent or guardians' name: _____

If parents are leaders, in what projects are they a leader? _____

(Please submit your completed information form to the club secretary!)

Crazy Clover Roll Call

Tatiana Bergbaken _____

Emilia Betzelberger _____

Bartholomew Bussian _____

Seraphine Donakjouski _____

Justone Engelke _____

Ekki Riemenapp _____

Tomka Hrubes-Rubish _____

Seri Steinkrueger _____

Celefetch Stluka _____

Vidalia Shotsenbach _____

Ezeikiel Vanlanvelt _____

Thank You Notes—Please!

- ⇒ Write and send your note as promptly as possible.
- ⇒ Make your comments personal...and be sincere!
- ⇒ Check spelling, punctuation, and grammar...remember, you want to make a good impression.
- ⇒ Here are some good words for “Thank You Notes”:

Appreciated	Gratitude	Sincerely
Support	Gratefully	Happily
Helpful	Generous	Kindness

- ⇒ Remember to talk about:

The reason for the thank you gesture
What was received from the person
What happened as a result of the person’s actions
Points that warrant appreciation

Dear Mrs. Jones,

(Introduction—make sure you’re addressing the right person and are personal enough!)

Thank you for your generous donation of cookies to our bake sale. The sale was very successful, and we were able to raise enough money to take our club trip to the zoo. We are very grateful for your kindness and hope that you will continue to support our 4-H club in the future.

(Content of note—be genuine and make sure you’re specifically thanking them for their personal actions!)

Sincerely,

(Closing—make it personal and appropriate.)

Carrie Clover and the
Crazy Clover 4-H Club

(Signature—say your name and the club name too!)

Secretary's Guidelines for Writing Minutes

Name of club: _____

Date of meeting: _____ Time meeting started: _____

Present: Boys _____ Girls _____ Leaders _____ Visitors _____ Total Present _____

Call to order: By who? _____

Flag pledge: By who? _____

Roll taken: What was roll call? _____

Secretary's minutes: Given by who? _____ Approved _____

Treasurer's report: Given by who? _____ Approved _____

Correspondence: _____

Old business: Who, What, When, Where, Why? _____

New business: Who, What, When, Where, Why? _____

Announcements: _____

Adjournment: Who made the motion? _____

Who seconded? _____ Adjourned at what time? _____

Program: If any? _____

Date, place, and plans for next meeting: _____

(Following the meeting, send the Extension Office a summary of your club's meeting!)

KEEP YOUR SECRETARY BOOK UP TO DATE!

Example of Secretary Minutes for Discussion

Minutes of 4-H Club Meeting

Name of 4-H Club: New Directions

Place: Administration Building

Date: 1/16/01

Time: 6:45

Present: Boys-9 Girls-19 Leaders-11 Visitors-6 Total-45

The regular meeting of the New Directions 4-H Club was called to order by President James Seely at 6:45 p.m. on January 16, 2001.

The flag pledges were led by Foster, Seely, Schroeder, and Hamburg families. For roll call, the secretary asked each member to say the name of their favorite outdoor winter sport or activity when their name was called. The December secretary's minutes were read and approved. The treasurer's opening and closing balances were \$1,144.61. The treasurer's report was approved as stated.

Committee & Project Reports:

Brianna Stapleton gave a project report on a Clothing Decisions meeting. The project members went to Fashion Bug and selected outfits under \$50 to try on. The girls selected these outfits based on the other items they had in their wardrobe and how the garments would coordinate.

Mrs. Foster encouraged all Creative Writing project members to attend a meeting at her home on February 12. Anne Zimmerman will be the guest speaker.

Old Business:

Mrs. Schroeder updated us on the rabies clinic. They are trying to reserve a building at the fairgrounds, but if it is not available, then they are open to suggestions for a different location.

Mrs. Schroeder also told us about the garden plot discussed previously for a community service project. We can get a 20'x 20' plot and donate the crops raised to the Food Pantry. Taylor Foster moved to table the garden plot issue until the next meeting. Emily Kenseth seconded, motion passed.

New Business:

Mrs. Seely has selected a western them play for the Drama Festival this year. Members interested can get copies of the script after the February meeting. Tryouts will be held later.

Mrs. Kenseth told members to bring their project records with their goals completed for the mini project night at the February meeting. Leaders are to meet with the youth and discuss project meeting dates and activities.

Announcements:

Mrs. Foster reminded members of the club swimming party on February 3. Three other clubs were invited.

Emily Kenseth moved to adjourn the meeting; seconded by Cassie Schoeder. The motion carried. The meeting was adjourned at 7:15 p.m.

After the business meeting, the club held the Preliminary Communication Arts Festival. Members presented their pieces for the Columbia County Communication Arts Festival to the judges. This was a great opportunity to practice presentations before the county event. Volunteer judges were Mary Seely, Katie Grimm, Sheril Lannoye, and Arlene Farrey.

The next meeting will be held Tuesday, February 20, 2001 at 6:45 p.m. at the Administration Building.

Respectfully Submitted,

Signature of Secretary

Adapted from Secretary, Brianna Stapleton's minutes

Secretary Goals

My goals for being secretary are:

1.

2.

3.

4.

5.