

Secretary's Record Book

For

Extension Homemakers

Club

Name of Club _____

Community _____

County _____

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Minutes of Meetings (page number to be listed by secretary as minutes are completed)

July	
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

Secretary's Record Book

For Extension Homemakers Clubs

This record book has been prepared to assist secretaries of Extension Homemakers Clubs keep proper records of work undertaken and completed. The record book should be kept by the secretary during the year, and it should be sent to the County Extension Agent – Family and Consumer Sciences when requested. The book will be returned to the club, and it should be kept, along with the previous years' records, by the secretary.

RESPONSIBILITIES OF SECRETARY

The Club secretary has an office of great responsibility. Brief but complete and accurate minutes of all regular, special, and Executive Committee meetings must be kept.

An accurate role of active club members and their addresses, a list of names and addresses of prospective members, and an accurate list of all officers, leaders, and committees of the club must be kept.

Minutes should be kept by the secretary of any committee handling important business, and a copy given to the secretary of the club as a matter of record. The proceedings of a committee should not be entered in the minutes, but the report of the committee should be entered.

Each month the secretary should send the County Extension Agent – Family and Consumer Sciences a card telling about the meetings and activities of the club. The County Extension Agent – Family and Consumer Sciences should be supplied with a complete list of officers, leaders, and committees and a complete roll of active members and should be informed of changes as they occur. Names of new members with addresses and names of members being removed from the rolls should be sent to the County Extension Agent – Family and Consumer Sciences each month.

The secretary should keep a record of the club's activities. This can be done in the regular minutes and on a separate page provided for a progressive report of the work done on activities. (Page 29)

The secretary should keep a record of all funds and services donated to worthy causes, campaigns, and to the needy. (Pages 29-30) These contributions should be added up and reported in the summary of year's work (Page 32).

The secretary should at all times be able to find quickly from the club records any information needed by the club in carrying out its business.

A record of any surveys or studies made by the club in determining its education program should be kept by the secretary. At the beginning of the year, on Page 14 the "Education

Program" should be recorded for the club, as suggested by the Executive Committee and approved by the club.

If the secretary is also treasurer, an accurate and brief account of all money received and spent by the club should be kept on the pages provided for this. (Pages 30-31)

Guidelines for Minute Keeping

1. Indicate the kind of meeting – regular, executive, or special. (If a specially called meeting, state the reason for the meeting.)
2. Give the name of the club and the date, time, and place of the meeting
3. Listing the names of those present and/or absent is optional. Minutes are intended to provide a document of the club's activities. Often there is a roll call before the minutes of the last meeting of the last meeting are read.
4. Give the names and affiliations of guests.
5. Note the status of the minutes of the last meeting. The minutes may be read and accepted, read and corrected, read and amended, or the reading of the minutes can be dispensed with.
6. Record the Treasurer's Report.
7. Indicate whether or not committee reports were given. If a committee report is given, a written copy should be presented to the secretary to be attached to the minutes or a summary should be recorded in the minutes.
8. Separate discussions into the categories of old business, new business, and unfinished business. Old business refers to matters previously brought to the club's attention. New business is business that has been brought to the club previously. Unfinished business refers to something begun in the meeting but not completed.
9. State all main motions, indicating whether they were adopted or rejected, and record suggestions that do not become main motions. A withdrawn motion does not have to be recorded, but the subject of this motion might be important either now or later.
10. Give the names of people making motions or suggestions. The name of a person who seconds a motion should be recorded to indicate participation
11. Summarize the discussion supportive of the motion (pro) and against it (con), being sure both sides receive equal attention. It is sufficient to just state who spoke for each side of the issue
12. State the vote by which the motion was passed or defeated and not abstentions (when we do not vote).
13. State any announcements made.
14. Record any action that might follow the business aspect of the meeting.
15. Indicate the time of adjournment.
16. The person taking the minutes signs them.

STEPS TO ORGANIZATION

- 1.** Survey the neighborhood for all residents interested in organizing
 - a.** Determine neighborhood boundaries
 - b.** Determine racial profile of neighborhood
 - c.** Use membership survey form to contact potential members
- 2.** Issue invitation to membership
 - a.** Invite all residents regardless of race, color, national origin, sex, age, or disability
 - b.** Study group
- 3.** Determine type of club group desires
 - a.** Traditional club
 - b.** Study group
- 4.** Determine time and place of meeting
 - a.** Suit time to greatest number of potential membership regardless of race, color, national origin, sex, age, or disability.
- 5.** Elect necessary officers
 - a.** Traditional: president, vice president, secretary-treasurer, subject matter leaders
 - b.** Study group; chairman

MEETINGS

A successful Extension Homemakers Club should:

1. Meet regularly. Each member must participate and the attendance must be regular and prompt.
2. Study and follow the by-laws of the club.
3. Conduct a planned program based on the community needs and in line with the county Extension Homemakers program.
4. Select leaders and assist them in major phases of work undertaken for the year. These leaders should attend training meetings held for them and give demonstrations to the club group as planned.
5. Conduct meetings according to a parliamentary procedure. Have a regular time for program, business, and a social hour. Be prompt.
6. Carry out a definitely planned community improvement activity.
7. Report project activities and participation in community, county, and state programs when completed or requested.

OFFICERS AND LEADERS

Officer or Leader Position

Elected Officers

Name

Address

President

Vice-President

Secretary and

Treasurer

Past President

Appointed officers Public Information

Chairman

Parliamentarian

Education Chairman and Subject Matter Leaders

[illegible]

**E.H. CLUB COMMITTEES
(Standing and Special)
APPOINTED DURING YEAR**

Name of Committee	Committee Members	
<hr/>	<hr/>	Chairman
	<hr/>	
	<hr/>	
<hr/>	<hr/>	Chairman
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ATTENDANCE

[illegible]

*List names in alphabetical order.

Note: Use letter “J” to show month when member joins club. Use “P” to indicate presence. Leave blank for absent and “R” if member moves from community or has to resign for some other reason.

ATTENDANCE

[illegible]

YEAR'S EDUCATION PROGRAM

EDUCATION PROGRAM

Goals set by club:

PROJECTS SPONSORED BY EXTENSION HOMEMAKERS CLUB

1. Activities or contributions to community, county, or state E.H.C. projects on which the club is working:

Community _ _____

County _ _____

State _ _____

2. Cooperative activities or contributions (activities or contributions to projects sponsored by other organizations or agencies):


BUDGET

20_ 20_

ANTICIPATED INCOME

[illegible]

ANTICIPATED EXPENSES



PROGRESS REPORT ON CLUB'S PARTICIPATION IN MEETINGS

Type of meetings should include: The meetings of the county E.H. council, local leader training meetings, officer's conferences of training meetings, county board of directors' meetings, state and district E.H.C. meetings, tours, and any other county or state E.H.C. activity in which your club has participated. Also should be listed participation in other meetings related to club work.

[illegible]

ACTIVITIES, CONTRIBUTION, ETC.

(Goals listed in Education Plan on p. 14)

Activities Sponsored by Extension Homemakers Club

Date	Accomplishments and Contributions on Activities Sponsored by the E.H.C. People	No. People Participating

Cooperative Activities

Date	Accomplishments and Contributions to Activities by Other Organizations or Agencies	No. People Participating

FINANCIAL REPORT OF

Extension Homemakers Club

Year

[illegible]

FINANCIAL REPORT OF

Extension Homemakers Club

Year

[illegible]

SUMMARY OF YEAR'S WORK

Enrollment in E.H.C. at beginning of club year	
Enrollment in E.H.C. at the end of club year	
Number of members with perfect attendance	
Number of Executive Committee meetings held by club	
Total attendance	
Number of regular club meetings held	
Total attendance	
Number of special interest meetings held	
Total attendance	
Number of county and state E.H.C. meetings in which club participated	
Total number of club members participating in these events	
How has club cooperated with county and state E.H.C. activities and projects?	
Number of county or area leader training meetings in which club participated	
Number of other organizations cooperating with E.H.C.	
Number of non-members assisted with E.H.C. teaching	
Were county council dues paid? Amount paid \$	
Total amount of money club earned during year \$	
Total amount of money spent on activities sponsored by E.H.C \$	
Total amount of money spent on cooperative activities \$	

Write a narrative of accomplishments in major phase of work:

EXTENSION HOMEMAKERS CREED

I believe in the Extension Homemakers Club program and accept the responsibilities it offers to be helpful to others and to provide for continuous improvement in all levels of living.

I believe that through working together in a group we can enlarge the opportunities, enrich the life of our people and create a more contented family and community life.

I believe in my own work as a homemaker. I believe that the greatest force that molds character comes from the home and I pledge myself to create a home which is morally wholesome, spiritually satisfying and healthful and convenient.