



# 4-H Leadership Role Description: **SECRETARY**

| Duties  | Life Skills   | Self-Evaluation  | Learning Experiences  |
|---|---|--|---|
| <p>Tasks that a 4-H should complete for the group to be successful.</p>       | <p>This column lists the life skills you need to complete each duty. Life skills are doing, thinking and feeling skills which help you succeed in everyday life. Some life skills may be needed for more than one duty.</p> | <p>Measure your ability to perform leadership life skills. Indicate with an "x" how well you perform each life skill.</p> <p>Need to learn    Need to improve    Can do well</p> | <p>After you evaluate your leadership skills, select learning experiences to help develop them. The learning experiences listed are only suggestions. Your helper will also have ideas for learning activities.</p> |
| <p>1. Attend all club meetings and record accurate minutes.</p>               | <p>Listening<br/>Record keeping<br/>Written communications<br/>Decision making<br/>Be responsible</p>   | <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>   | <p>Attend officers training session.<br/>Study officers duty.<br/>Practice skills of listening. *A<br/>Practice skills of decision making. *B</p>   |
| <p>2. Organize the 4-H club roll of members.</p>                              | <p>Record keeping<br/>Management</p>  | <p>_____</p> <p>_____</p>  | <p>Visit with past 4-H secretary.<br/>Review a completed secretary's book<br/>Read references related to record keeping.<br/>Practice organizing ideas. *C</p>  |
| <p>3. Call roll and read minutes at meeting.</p>                              | <p>Verbal communications<br/>Working with groups.</p>   | <p>_____</p> <p>_____</p>  | <p>Study and practice public speaking.<br/>Practice cooperation with others. *D<br/>Do communication activities. *E</p>   |
| <p>4. Be responsible for all 4-H club correspondence.</p>                     | <p>Written communications.<br/>Verbal communications.</p>   | <p>_____</p> <p>_____</p>  | <p>Learn proper letter writing procedures.<br/>Keep folder of letters written and received.<br/>Interview an Extension Homemaker Club Secretary.</p>  |
| <p>5. Fill out secretary book and submit to county office at proper time.</p> | <p>Written communications.<br/>Record keeping.</p>  | <p>_____</p> <p>_____</p>  | <p>Use good spelling and penmanship practices.<br/>Study other secretary books.<br/>Do time management activity. *F</p>   |
| <p>6. Inform president if plan to be absent and make minutes accessible.</p>  | <p>Verbal communication</p>   | <p>_____</p>   | <p>Practice good communication skills.</p>  |
| <p>7. Read all appropriate communications to club.</p>                        | <p>Verbal communications</p>  | <p>_____</p>   | <p>Practice reading aloud.<br/>Reading books.</p>   |

\*A Listening Activity - Leader/Agents Guide, p. 10  
 \*B Decision making Activity - Members Guide, p. 17  
 \*C Organization Activity - Leader/Agents Guide, p. 36

\*D Cooperation Activity - Leader/Agents Guide, p. 49  
 \*E Communication Activity - Leader/Agents Guide, p. 13  
 \*F Management Activity - Helpers Guide, p. 16