

## SECRETARY'S BOOK EVALUATION FORM Book due to the Extension Office by October 1

CLUB NAME: \_\_\_\_\_

SECRETARY: \_\_\_\_\_

Secretary's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Requirements	Points Obtained	Possible Points
<b>Minutes</b>		
1. Quality of: <ul style="list-style-type: none"> <li>✿ Cover of book</li> <li>✿ Binder/Folder</li> <li>✿ Content</li> <li>✿ Complete sentences</li> </ul>		15
2. Neatness <ul style="list-style-type: none"> <li>✿ Use of blue or black ink pen/computer printed</li> <li>✿ Legible or appropriate font</li> <li>✿ Organized presentation</li> </ul>		15
3. Completeness: <ul style="list-style-type: none"> <li>✿ <i>Meeting Notes Worksheets</i> and Official Meeting Minutes Forms</li> <li>✿ Pages are dated</li> <li>✿ Signatures where required</li> <li>✿ Copies of correspondence written</li> <li>✿ Correspondence received on behalf of Club</li> </ul>		15
<b>Club Activities Recorded – Neat &amp; Accurate</b>		
1. Club Roll <ul style="list-style-type: none"> <li>✿ Complete attendance records</li> </ul>		15
2. Copy of: <ul style="list-style-type: none"> <li>✿ Club Constitution with members' signatures</li> <li>✿ Bylaws</li> </ul>		10
3. Copy of Club Program Includes: <ul style="list-style-type: none"> <li>✿ Meeting dates, times and special meeting topics/activities and guests</li> <li>✿ Meeting locations</li> <li>✿ Demonstrations, recreation and refreshments</li> </ul>		10
4. Copy of: <ul style="list-style-type: none"> <li>✿ Advisors and Officers</li> <li>✿ Committees</li> </ul>		10
5. Public Relations <ul style="list-style-type: none"> <li>✿ Examples: news clippings</li> <li>✿ Photos</li> <li>✿ Club newsletters</li> </ul>		10
<b>Total Points</b>		<b>100 max.</b>

Comments:

Updated: 10/19/22



# SECRETARY'S RECORD BOOK

## Basic Requirements:

1. Record book must be handwritten in ink or typed by the club secretary using the format provided and be neat and readable.
2. Records that must be completed for each meeting.
  - ✿ Attendance
  - ✿ Meeting Notes Worksheet
  - ✿ Official Meeting Minutes
3. Minutes should be written according to guidelines in the Secretary's Book.
4. Minutes must be signed by President and Secretary.
5. Record book must include:
  - ✿ Copy of Club Constitution with member's signatures
  - ✿ Copy of Club By-Laws
  - ✿ Copy of Club Program
  - ✿ Copy of Club Advisors and Officers
  - ✿ Club Roll – complete
  - ✿ Committees
6. Neat and accurate records of membership attendance and assignments as necessary.
7. Put all in a folder/binder to turn in.

## Suggestions for Excellence:

1. Put public relation information in an attractive organized form.
2. Use the Secretary's Book Sheet as a guideline.
3. Write only in your book after you are sure your minutes are correct. Erasures and White-out should be avoided.
4. Overall neatness and organization is a plus.