**HANCOCK COUNTY 4-H VOLUNTEER JOB DESCRIPTION**

**SECRETARY**

**Title: Secretary, Hancock County 4-H Leaders Association**

**Purpose:** Keep accurate records of discussions held and decisions made by 4-H

 Leaders Association and Board of Directors.

**Responsibilities:**

* Take minutes at all meetings of the County 4-H Leaders Association and Board of Directors. In case of not being available, find a replacement for the meeting.
* Type up all minutes and give copies to the President of the Leaders Association, any Board of Directors that request it, and county 4-H newsletter secretary within two (2) weeks of the meeting.
* Read past meeting minutes at present meeting, including annual 4-H Leaders Association Banquet.
* Keep an official notebook of all minutes of the 4-H Leaders Association and Board of Directors. Pass on the note book/books to the next elected Secretary.
* When leaving the office, turn the book over to the new secretary (Vey Important).
* Assist president as needed in 4-H correspondences.
* Present correspondence such as thank you notes etc. at the meetings.

**Skills/Knowledge Needed:** Experience taking notes at meetings and organization

 them in a clear, legible format.

 Computer or typewriter skills.

**Time Commitment:** 2-3 hours per month for one year.

Updated September 2015