

## **Secretary's Book Requirements**

The secretary's book MUST be complete and turned into the Extension Office by September 9, 2005. The following minimum requirements must be met for the book to be eligible for Honor Club points and Outstanding Secretary's book:

- \*Legible and complete - which includes Roll Call and Minutes for each meeting.
- \*A copy of the current club constitution - with an anti-discriminatory clause and signatures of all members.
- \*The President and Secretary's signature on each meeting's minutes.

Books meeting minimum requirements listed above will be evaluated for Outstanding Awards based on the following criteria:

- \*A copy of the club's printed program or calendar for the year.

Each year, two Outstanding Awards are given in the following areas: Secretary, Treasurer, Health, Safety, and News Reporter. If no one qualifies because of failure to meet the requirements, no awards will be given. If more than two qualify, the selection of the two best will be left up to those in charge of judging the books. (In the event that more than two qualify the following will be looked at: Were news clippings and a club photo included in the book? Is the committee page filled out? Is the book organized in a consistent manner - not handwriting part of the minutes and typing others? Is correspondence included?)

**\*\*Remember, every club must turn in their secretary's book along with their Treasurer's book and treasury information to the Extension Office by September 9!**