4-H Meeting Minutes Template

A meeting minutes outline for 4-H club secretaries to record who attended, what was decided, and who is responsible for follow-up after each club meeting.

Farm / unit: _____ Date: _____ By: _____

Club name, date, and meeting location

Presiding officer and recorder

Members and guests present

Approval of prior minutes

Reports received

Motions made, seconded, and results

Assignments and who is responsible

Announcements and next meeting date

TIP Write motions word for word as they were passed, and read back anything unclear before the meeting adjourns.

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