

## FULTON COUNTY 4-H SECRETARY OFFICER BOOK OUTSTANDING RECORD KEEPER JUDGING RUBRIC

Secretary's Name: \_\_\_\_\_ Club Name: \_\_\_\_\_

### Club Roster

1. Members listed in alphabetical order by last name \_\_\_\_\_ 1 pt.
2. Attendance record up-to-date \_\_\_\_\_ 1 pt.

**Subtotal** \_\_\_\_\_

### Leader, Officer, & Committee List

1. Contains a page with names of advisors \_\_\_\_\_ 1 pt.
2. Phone numbers of advisors are included \_\_\_\_\_ 1 pt.
3. E-mail addresses of advisors are included \_\_\_\_\_ 1 pt.
4. Contains a page of club officers with positions held \_\_\_\_\_ 1 pt.
5. Phone numbers of officers are included \_\_\_\_\_ 1 pt.
6. E-mail addresses of officers are included \_\_\_\_\_ 1 pt.
7. Contains a page of committees and persons on them within the club \_\_\_\_\_ 1 pt.

**Subtotal** \_\_\_\_\_

### Constitution

1. Copy of Constitution and By Laws is included \_\_\_\_\_ 1 pt.

**Subtotal** \_\_\_\_\_

### Meeting Minutes

1. Minutes include name of club \_\_\_\_\_ 1 pt.
2. Minutes include date of meeting \_\_\_\_\_ 1 pt.
3. Minutes include place of meeting \_\_\_\_\_ 1 pt.
4. Minutes include time meeting began \_\_\_\_\_ 1 pt.
5. Minutes include number of people in attendance \_\_\_\_\_ 1 pt.
6. Contains a statement that minutes were approved at next meeting \_\_\_\_\_ 1 pt.
7. Contains report of committees (if applicable) \_\_\_\_\_ 1 pt.
8. Contains unfinished business \_\_\_\_\_ 1 pt.
9. Contains new business \_\_\_\_\_ 1 pt.
10. Contains completion information on demonstrations given (dates, names) \_\_\_\_\_ 1 pt.
11. Minutes signed by the president and secretary \_\_\_\_\_ 1 pt.
12. Contains minutes for at least 6 meetings \_\_\_\_\_ 1 pt.

**Subtotal** \_\_\_\_\_

### Appearance

1. Pages are typed or neatly written \_\_\_\_\_ 1 pt.
2. Binder is divided by categories using dividers \_\_\_\_\_ 1 pt.
3. Minutes are in chronological order \_\_\_\_\_ 1 pt.
4. Secretary's book is presented in a binder \_\_\_\_\_ 1 pt.
5. Cover contains name of club \_\_\_\_\_ 1 pt.
6. Cover contains participant's name with office \_\_\_\_\_ 1 pt.
7. My Officer Goals (page 4 of record book) is completed \_\_\_\_\_ 1 pt.
8. 2 or less spelling errors \_\_\_\_\_ 1 pt.

**Subtotal** \_\_\_\_\_

**Total Score** \_\_\_\_\_ / 30

