

# Secretary Duties

1. Attend 4-H Club Council meetings.
2. Attend Executive Committee meetings.
3. Record the full and complete minutes of all meetings of the Del Norte County 4-H Council. Motions made during the meeting and the result thereof should be accurately documented and recorded.
4. Provide a set of all Del Norte County 4-H Council minutes to the Extension Office the week following each Del Norte County 4-H Council meeting. These minutes will be made available to the membership at large with no exceptions.
5. Send a copy of the minutes via email to the members of the Council.
6. Keep a record of those present at the Del Norte County 4-H Council meeting.