**Secretary Binder Checklist**

* Annual Goals
* Annual Program Plans
* Club Roster
* Committee Reports
* Outreach Methods
* Correspondences
* All Club Meeting Minutes
* All Club Meeting Agendas
* All Club Meeting Attendance Sheets

**Please turn in your Secretary’s Binder along with your Treasurer’s Binder on or by Friday, August 23rd, 2019 to the UCCE Office in Ukiah.**

**If you have any questions, please contact Jessica ☺**