

4-H Officers and Duties

In electing new officers, we challenge you to consider things such as who did a good job fulfilling their offices in the past, who has been at the majority of the meetings, what skills/talents would specific people would bring to the offices, etc.

PRESIDENT

- ◆ Presides at all club meetings.
- ◆ Uses parliamentary procedure to conduct business meetings.
- ◆ Understands responsibilities of other club officers.
- ◆ Shows a real interest in the club and helps carry out club' decisions.
- ◆ Plans ways to get every member to participate in meetings and delegates responsibility.
- ◆ Appoints committees as needed.
- ◆ Takes initiative with other officers to see that the year-round program is carried out.
- ◆ See that other officers are assigned definite responsibilities and that they have an opportunity to carry them through.
- ◆ Represent the group at other meetings and events.
- ◆ Makes sure the meeting place is ready.
- ◆ Introducing and welcoming guests.
- ◆ Asks the Vice-President to reside at the meeting if unable to attend.

VICE PRESIDENT

- ◆ Presides at meetings if the President is absent.
- ◆ Serves as chairperson of the program planning committee.
- ◆ Introduces educational program at club meetings.
- ◆ Thanks the educational guest speakers, presenters, member demonstrators, etc.
- ◆ Assists committees as needed.
- ◆ Makes sure the meeting place is ready.
- ◆ Introducing and welcoming guests.

SECRETARY

Accurate club records help maintain orderly business from one meeting to the next. These books serve as historical documents.

- ◆ Keeps an accurate written record of the business meetings.
- ◆ Reads club's minutes at each meeting.
- ◆ Records club's attendance at each meeting.
- ◆ Reads letters to the club at meetings.
- ◆ Writes thank you letters to speakers, sponsors, etc.
- ◆ Writes all club correspondence as directed by the President, Executive Committee and/or organizational club advisor.
- ◆ Submits completed secretary's book to the extension office on appointed date.

TREASURER

Club funds should be handled in a business-like way. The treasurer's books will be reviewed and audited making sure all is in proper order at the conclusion of the year.

- ◆ Keeps an accurate account of all 4-H club's money received and spent by the club.
- ◆ Gives a financial report at each 4-H club meeting including all money collected, all money spent, and the balance in the treasury.
- ◆ Balances the bank statement each month.
- ◆ Pays bills when approved by the club.
- ◆ Submits completed treasurer's book to the extension office on appointed date.

HISTORIAN

This member keeps a scrapbook of news stories and photographs concerning club and member activities.

- ◆ Puts together the 4-H club's historian's book.
- ◆ Collects pictures, articles, etc. from other officers and club members to include in the 4-H club's scrapbook.
- ◆ Submits completed historian's book to the extension office on appointed date.

REPORTER

The club reporter keeps the community informed about special 4-h club and member activities.

- ◆ Promptly writes articles about club meetings and activities and submits them to the extension office.

PHOTOGRAPHER

- ◆ Takes photographs at 4-H events.
- ◆ Posts photographs on club photo sharing web site.

RECREATION LEADER

"Playing" time is important at each meeting because it promotes cooperation and increases member interest through active participation. Recreation leaders may have a committee to help them so that more than one person has an opportunity to lead.

- ◆ Conducts a recreation activity at each 4-H club meeting (as time and location allows).