

Club Officer Responsibilities

Parliamentary Procedure

[The Basics](#)

[Handout](#)

[Steps in Making a Motion](#)

Below is a list of officer responsibilities that ALL club officers should be responsible for throughout the entire 4-H year, in every 4-H club:

President - Work with Vice President & leaders to create each monthly meeting agenda, run each meeting with proper parliamentary procedure, be active in county, club & on committees

Vice President - Work with President & leaders to create each monthly meeting agenda, step in to run the meeting in the absence of the president, be active in county, club & on committees

Secretary - Take roll call each meeting (calling out members name, having them respond & keeping track of each meeting in Secretary Book - members should NOT be signing in) Keep track and record presentations in Secretary Book. Take notes & write the minutes of each meeting in the secretary book, reading the minutes aloud for the previous meeting each month. **Submit attendance numbers (scanning Secretary Book attendance sheet to hpeck@iastate.edu) by March 1 and July 1. Submit the presentation list (scanning Secretary Book sheet to hpeck@iastat.edu) by September 1. Secretary Book must be submitted to leaders at time of record books.**

Treasurer - Keep track of all club financials using the Treasurer Book. Complete & submit deposit slips to the Extension Office with all money to be deposited in club account; complete & submit voucher to Extension Office to receive club funds or have club funds sent out from account. Check the monthly statements received by email each month and compare to your records in the Treasurer Book to ensure all matches up. **Treasurer Book must be submitted to leaders at time of record books.**

Reporter - Take notes of each meeting and submit a report to the local media and Extension Office after each meeting and club event.

Photographer - Take photos at each club meeting, club & county wide events. Properly label photos and submit to Newspaper. You may also work with the reporter to submit these with their report.

Historian - Work with photographer to collect club & county wide photos, cut newspaper clippings of club meetings & events and countywide events that club members participate in and put together a yearly historians book to keep track of everything taking place throughout the year for your club.

Recreational Leader - Prepare short team work games for all club members to participate in following each meeting.

In addition, officers should check out their individual [officer handbooks](#) to ensure they are completing all responsibilities correctly.

ALL Club Secretaries and Treasurers are required to submit their officer books to their club leaders to check at the same time as record books are due. Club leaders must check and submit to the Extension Office.