HELP YOUR CLUB OFFICERS LEARN --- AND TEACH OTHERS

Following are some instructions for officers in their individual offices. You can help them serve as a more effective officer.

PRESIDENTS--
Contact leader days ahead of meeting to:
- get information for announcements.
- discuss items of business including bills to be paid.
- think about coming events and committees that may be needed.
Arrive early and arrange for meeting. Start meeting on time.
Follow parliamentary procedure.
Call for motions to make group decisions.
Give all a chance to participate.
Appoint committees to work out details.

VICE-PRESIDENTS--
Should be given a specific assignment.
In charge of program:
- announce presentations.
- read next month's program.

SECRETARY--
Take notes during meeting (be sure to get name and other details).
Write minutes (in ink) in book soon after meeting.
Read minutes from book at meeting.
Fill in front of book.
Hand book in at end of 4-H year.

TREASURER--
Get bank statement at end of December (retiring treasurer).
New treasurer sign signature card at bank.
Follow instructions at top of page.
Keep book in ink.
A receipt is entered when money is put in treasurer's hand.
Right hand column should show what is in bank in cash box.
Financial summary should be done in pencil when handed in to the office at the end of the 4-H year.

HISTORIAN--
Not important to fill lots of pages (try no more than 7 or 8).
Put in club program.
Take pictures.
Story is about club activities -- most of which are other than the club meetings -- workshops, tours, family nights, community projects, etc. Give names of members taking part in different county programs (camps, etc.). Record number participating in events.
Hand in historian book at the end of the year.

REPORTER--
Stories of club meetings and events should be written and to the paper immediately after happening.
Do NOT write news in the same style as the minutes.
Start story with something done in club meeting.

RECREATION LEADER—
Make recreation a part of every 4-H meeting -- be enthusiastic!
Lead games when asked; help others to lead as well as play. Get everyone involved.
Work with other 4-H officers in planning the program.
Know the games you are leading -- make plans beforehand.

Take time to discuss responsibilities with each officer when the year starts. Politely correct officers during the first meeting so they're off to a good start.