



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.