

4-H Officers and Duties

PRESIDENT

- Prepares club meeting agenda with other officers & advisors.
- 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.
- Works with 4-H club advisors to establish a system for notifying 4-H club members of club meetings and activities. (i.e. – phone trees, written notices, e-mail, etc.)
- Calls the Vice-President to reside at the meeting if unable to attend.
- Writes planner ,

VICE PRESIDENT

- Presides at meetings if the President is absent.
- Serves as chairperson of the program planning committee.
- Introduces educational program at club meetings.
- Thank the educational guest speakers, presenters, member demonstrators, etc.
- Assists committees as needed.
- Does outreach to acquire new members

SECRETARY

- Keeps an accurate written record of the business meetings.
- Reads club's minutes at each meeting.
- Records club's attendance at each meeting.
- Writes thank you letters to speakers, sponsors, etc.
- Writes all club correspondence as directed by the President, Executive Committee and/or

- organizational club advisor.

TREASURER

- 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.
- Gives an annual financial report at the final 4-H club meeting for the year.
- Prepares a 4-H club budget with the Executive Committee, Finance/Fund Raising Committee
- and/or 4-H organizational club advisor and presents to the 4-H club membership for
- approval.
- Pays bills when approved by the club.
- Writes budget and presents it to be approved at the club.

HISTORIAN

- Takes photographs at all 4-H club meetings and activities.
- Puts together the 4-H club's scrapbook alone or with a Scrapbook Committee.
- Collects newspaper articles from News Reporter.
- Collects written health, safety and environmental reports from these officers to include in
- the club's scrapbook.
- Collects pictures, articles, etc. from other officers and club members to include in the 4-H
- club's scrapbook.
- Enter club scrapbook in county contest if available.
- Submit completed 4-H club scrapbook to club's 4-H organizational advisor for archival

documentation.

NEWS REPORTER

- Writes articles about club meetings and activities and submits to the local newspaper.
- Checks local newspapers regularly to see if articles appear.
- Cuts out club newspaper articles and gives to Historian for scrapbook.

RECREATION/ACTIVITY LEADER

- Conducts a recreation activity at each 4-H club meeting.
- Plans or helps with a Recreation Committee, the 4-H club's social events and/or parties.
- Leads or assists teen and/or junior leaders with get acquainted activities and mixers.