

SB club: Duties of Officers

The Executive Officers are defined as **President, Vice President, Community Service Officer, Recording Secretary, Treasurer, and Membership Chairman.**

- Required to attend 80% of monthly Club Meetings and Executive Board Meetings.
- Required to attend a training meeting and a planning meeting before the beginning of the next 4-H year.
- Take part in the developing and creating the Club Annual planner, Club Meeting Planner, Club Program Guide and club calendar.
- Encouraged to represent our club at one (1) County Council meeting during the 4-H unit year as a senior member

All Officers

- Are required to attend 80% of monthly club meetings
- Are expected to complete the duties of their office.
- Expected to attend an officer training during the summer or before the first club meeting of the new program year.
- Shall serve as a role model and leader for club members and represent 4-H in the community.

The President

- Shall preside at all community club meetings and write monthly meeting agenda with help of the Community Club Leaders & Officer Advisor.
- Lead officer team in defining club goals and planning activities for the year.
- Direct and assist other officers with the performance of their duties.
- Should have knowledge of parliamentary procedures.
- Strive to engage all members in club committees and activities.
- Candidate must have held a previous office within a 4-H club as Vice President, Secretary, Treasurer, or Membership Chair for at least one term. Should be 14 years of age. However if no candidate applies, the age definition will revert back to the state's age standards.

The Vice President

- Shall perform the duties of the president in the absence of the president.
- Shall oversee all club committees. Have all committee descriptions for membership . Print out information on committees and oversee signups at the September meeting.
- Shall encourage all members and adult volunteers to participate on at least one committee per year. Maintain those sign ups and follow through during the year. Final participation is to be given to the record book judging committee for verification purposes.
- Shall contact Committee Parent Volunteer and Member Chair two months prior to committee responsibility with description to fulfill.
- Assist President with identifying club goals and activities. Help plan meetings, organize educational programs and evaluate effectiveness of club activities. Provide guidance and creative ideas to club members to aid in the success of the club.
- Should be 14 years of age. However if no candidate applies, the age definition will revert back to the state's age standards.

The **Community Service Officer**

- Shall offer 6-8 community service opportunities for the members.
- Will present complete list of ideas before the Executive officers and club leadership at or shortly after the officer training. All are to agree to the ideas selected.
- Develop and disperse a Sign-Up Genius account for members to commit to participate in the community service activities.
- Shall encourage all members to participate in at least one community service opportunity per year. Provide information via flyers, phone calls, emails etc.
- Will report on Community Service opportunities and accomplishments at club meetings.
- Shall greet members at club meetings and offer information regarding upcoming community service opportunities.
- Assist President with identifying club goals and activities. Help plan meetings, organize educational programs and evaluate effectiveness of club activities. Provide guidance and creative ideas to club members to aid in the success of the club.
- Should be 14 years of age. However if no candidate applies, the age definition will revert back to the state's age standards.

The **Recording Secretary**

- Shall take and keep the minutes of all 4-H meetings, including treasurer's report, motions and committee reports.
- Keep a correct roll of 4-H members at each monthly meeting.
- Maintain accurate records of club events and correspondence and place in book.
- Read and correct club meeting minutes at monthly meetings.
- Will take minutes at the Executive Board Meetings.
- Shall send out (via email) club meeting minutes to Advisor or Community Leader(s) one week after meeting for approval. Will then send out approved meeting minutes (via email) to club members 1 week prior to upcoming club meeting.
- At the end of the 4-H year, the secretary and organization volunteer(s) will submit a final report to the 4-H YDP office.
- Assist President with identifying club goals and activities. Help plan meetings, organize educational programs and evaluate effectiveness of club activities. Provide guidance and creative ideas to club members to aid in the success of the club.
- Must be organized. Should be 14 years of age. However if no candidate applies, the age definition will revert back to the state's age standards.

The **Corresponding Secretary**

- Will act as the group's correspondent in regards to any business letters, thank you cards etc. that will need to be sent to any individuals or businesses.
- Should keep a written record of everything sent to the club for an end of year report, and give it to the Recording Secretary.
- Read any correspondence received.
- This person will also help with the Recording Secretary whenever necessary and shall take the Recording Secretary's responsibilities if he/she is absent.
- Should be 12 years of age. However if no candidate applies, the age definition will revert back to the state's age standards.

The **Treasurer**

- Shall keep accurate records of all club bank accounts, and individual project balances. Report club balance at each monthly meeting.
- Attend any county-wide Treasurer training.
- Pay all bills approved by the budget or club members. Reimburse approved expenses and make deposits. Balance club account with monthly bank statement and maintain all financial records, copies of receipts and inventory of club property and equipment.
- The treasurer and the Treasurer Advisor will compile and submit required reports to the county 4-H YDP office by the county deadline.
- Assist President with identifying club goals and activities. Help plan meetings, organize educational programs and evaluate effectiveness of club activities. Provide guidance and creative ideas to club members to aid in the success of the club.
- Two-year officer position consisting of Assistant Treasurer the first year followed by Treasurer the second year.
- Must be responsible. Should be 14 years of age. However if no candidate applies, the age definition will revert back to the state's age standards.

The **Assistant Treasurer** shall work under the Treasurer in a learning position. Will "shadow" the Treasurer for the first year and learn how to fulfill the duties of the position. Will move up and become Treasurer in second year. Must be 13 years of age. However if no candidate applies, the age definition will revert back to the state's age standards.

The **Membership Chairman** shall take roll at entrance and keep attendance at the monthly club meetings. An accurate record of club membership is to be submitted to the Recording Secretary to be turned in with the club books at the end of the year. Assist President with identifying club goals and activities. Help plan meetings, organize educational programs and evaluate effectiveness of club activities. Provide guidance and creative ideas to club members to aid in the success of the club. Should be 12 years of age. However if no candidate applies, the age definition will revert back to the state's age standards.

The **Reporter** shall write an electronic club newsletter, and upon approval of Community Leader(s) shall publish the newsletter via email a minimum of six (6) times per year. Should have access to a computer and enough computer skills to collect the County and State News notes online and add to the club's newsletter.

The **Sergeants at Arms** (2-4 members) will arrive 20 minutes before the club meeting, shall make sure room is set up properly with tables and chairs, and make sure it is left in clean, proper order after meeting. Make sure that flags are properly displayed and stored. Hand out and collect items as needed during club meetings. Works with Officer Advisor to create a monthly plan so that a balance of work load is fair. Assists the President in keeping order during club meeting and activities.

The **Welcome Officers** (2-4 members) shall contact all new members and introduce them to the club at monthly meetings. Examples of “welcoming” may consist of giving a birthday card, call at least once during the year to check in with all new members, and greeting members as they arrive for club meetings. Works with Officer Advisor to create a monthly plan so that a balance of workload is fair. Age requirement: minimum of 2 years as 4H member.

The **Recreation Officers** (2-4 members) shall be responsible for planning and executing recreation activities at 4H meetings and events. They will coordinate dates and plans with Officer Advisor(s) before the beginning of the new program year. The list is reviewed by the exe officers and agreed upon. Shall also work with Healthy Living Officers to incorporate healthy living ideas in their activities/prizes.

The **Historian(s)** (1-2 members) shall take and collect photos of club events throughout the year and organize them in a club scrapbook along with any newspaper clippings, awards and certificates. Label and date entries. Maintain scrapbook and display it at meetings and/or events for members to review. Collect event programs and souvenirs to include in the scrapbook. Shall request photos from individual projects to add to scrapbook. Works with Officer Advisor to create a monthly plan so that a balance of workload is fair.

The **Healthy Living Officer** shall educate, inspire and lead club members as they pledge their “health for better living.” Will help to inform and educate club members on easy ways to incorporate physical activity and healthy eating habits into their lives by coordinating six (6) healthy living activities throughout the year for club members to participate. Will also work with Recreation Officers to incorporate healthy living. All ideas are presented before Executive Board for input.

The **Record Book Officer** (1-2 members) shall keep track of all possible items that can be recorded in record books. Responsible for posting large format posters at a minimum of four (4) club meetings. Age requirement: minimum of 2 years as 4H member

The **Phone Chairpersons** (2-4 members) shall call members and notify them of monthly club meetings. Notifications for monthly meetings should be completed by the Sunday evening before the meeting. When necessary, shall convey messages to members of events. Works with Officer Advisor to create a monthly plan so that a balance of workload is fair.

The **Publicity Officer** shall focus on club outreach by sending a minimum of six (6) press releases throughout the year to local media contacts. Work with Fundraising Committee Chair to help plan and provide publicity for Club Fundraising events. Must be 13 years of age. However if no candidate applies, the age definition will revert back to the state’s age standards.

The **Technology Officer** shall work with the Shutterfly (Technology) Advisor to post, edit and check the website monthly to make sure it is up to date. You will make sure that everyone is signed up to receive information from the site. Should have enough computer skills to complete the duties required of position. The only people allowed to be “owners” are the Community Leader(s), Technology Officer and Advisor, and the Monterey County 4-H Staff Person.

Officers who are unable to complete their term are to notify the Officer Advisor or Club Leader. For all positions below the Executive Board, an appointment to complete the year may be made.

Attachment 2016: Duties of Officers

Approval of updating current Officer Duties & Adding Additional Officers motioned & approved by membership on March 18, 2016

New attachment adopted March 18, 2016

4-H Club President

Organizational Volunteer/4-H Club Leader

4-H YDP Staff

County Director