

Leaders 4 Life

Tools of the Trade

Instructions: Read each clue below and figure out which 4-H club office the clue describes.

1. My job is the three R's: represent, report, and recruit.

2. Write on! _____
3. My job requires some balance skills. _____
4. My job is all PAWS: Preside, Appoint, Work, and Serve.

5. On a roll! _____
6. I am not an officer, but I have a leadership role in the club.

7. Recreation is my name and fun is my game!

8. Order in the court! _____
9. I keep track of the fourth H and ensure its presence in club meetings.

10. I'm in charge of the recruiting exhibit. _____
11. I call on guest speakers to present programs at club meetings.

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Notes: Answers are in bold.

1. My job is the three R's: represent, report, and recruit. The **council delegate** represents the club, reports to the council and back to the club, and recruits members to serve on county-wide committees.
2. Write on! The **reporter/public relations officer** writes news article and submits information to television and radio stations.
3. My job requires some balance skills. The **treasurer** balances the accounts.
4. My job is all PAWS: Preside, Appoint, Work, and Serve. The **president** presides over meetings, appoints committees, works with other officers, and serves as a delegate to county 4-H council.
5. On a roll! The **secretary** keeps records of attendance of meetings by calling roll.
6. I am not an officer but I have a leadership role in the club. **Club committee member**
7. Recreation is my name and fun is my game! The **second vice president** coordinates recreation for club meetings.
8. Order in the court! The **parliamentarian** maintains order in a club meeting.
9. I keep track of the fourth H and ensure its presence in club meetings. **Health and safety officer**
10. I'm in charge of the recruiting exhibit. The **third vice president** is responsible for recruiting new members and reenrollment for the new year.
11. I call on guest speakers to present programs at club meetings. **First vice president**