

3rd Vice President

- **General Duties**

- Perform the duties of the president in the absence of the president and the first and second vice-presidents.
- Introduce new members and guests at meetings.
- Work with the club manager(s) and club officers in planning recruitment efforts, enrolling and orienting new members of the club.



- **Introducing Guests and New Members**

- Introduce new members and guests at club meetings
- Introduce new members to other club members, officers, and club managers
- Check with new members and guests occasionally to see if they have any questions

Sample introduction:

“Our newest club members are Cassie and Rachel Reed. They joined 4-H last month, and they are excited to participate in clothing & textiles activities. Cassie and Rachel, can you tell us a little bit about yourself? How old are you, where do you go to school, and what your hobbies?”

- **Recruiting Members**

- Plan displays, public presentations, flyers, and other activities with your club manager and officers
- Create and send out media releases (such as brochures, flyers, articles) informing the community about your club
- Work with your club manager and county Extension agent to set up a 4-H display or exhibit in a shopping center, school, public library, or other public places in the community throughout the year
- Encourage your club to invite other youth and their parents to 4-H meetings and activities. Some places where you can meet other youth and invite them to visit your club include school, church, shopping places and going door-to- door meeting neighbors.

What could you include in a display or presentation about your club?

- Activities your club hosts or participates in
- Photos of club activities
- Awards received by club members
- Other ideas:

• Enrolling Members

- Help new members fill out enrollment forms
- Remind current club members to re-enroll at the beginning of each year
- Enrollment forms ask:
 - Personal information, like where you live, where you go to school, and how to contact you
 - What 4-H clubs you're going to join
 - What 4-H projects you're interested in

• Orienting New Club Members

Plan an orientation on the club and 4-H for new members and families. Include:

- About 4-H and 4-H projects
- What your club does (hosts contests, community service, practices for contests, etc)
- When and where your club meets
- Who the leaders are and how to contact them (such as club managers and club officers)
- Parliamentary procedure

How can you help others fill out enrollment forms?

- Providing the new member the correct paper or online forms
- Helping the new member write the clubs they wish to join
 - Explaining what each 4-H project is
 - Answering questions
- Directing the new member to the club manager for assistance

Distribute new member packets to individuals who join the club through-out the year. Packets can include:

- Club and County Contact information
- 4-H Calendar with-
 - State-wide and District-wide activity dates
 - County-wide meetings and activity dates
 - Club-wide meetings and activity dates
- Frequently asked questions
- 4-H Project information
- Club and county T-shirt purchasing information, 4-h pencils, pins, paper, bags, etc.

