2018-19 Kinney Co. 4-H Officer Duties & Requirements

President –

- Must be a Senior 4-H member
- Preside effectively at all club meetings
- Use basic parliamentary procedure
- Arrive at least 30 minutes early for each meeting
- Work closely with the 4-H Club Manager to plan meetings, fundraisers, etc.
- Appoint or Serve on Committees as needed.

Vice-President –

- Assist the President
- Serve as chairman of the program committee
- Arrive at least 30 minutes early for each meeting
- Preside at meetings in the President's absence.

Secretary –

- Keep an accurate, current roll of all club members
- Serve on the membership committee
- Call roll and check attendance at all meetings
- Keep complete and accurate minutes of each meeting
- Arrive at least 30 minutes early to each meeting

Treasurer –

- Keep accurate, up-to-date records of all club funds.
- Report the club's financial condition at each meeting
- Serve as the Finance Committee Chair
- Arrive 30 minutes early to each meeting

Reporter –

- Submit interesting reports and pictures to club activities, members and leaders to local newspapers.
- Become familiar with the "how to's" of news writing.
- Report club news to the county extension office for the 4-H newsletter.
- Arrive 30 minutes early to each meeting.

Council Delegate (1 Senior and 1 Junior) –

- Arrive 30 minutes early to each meeting
- Report on county activities at meetings.
- Recruit members for committees