

* 1. 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.

# 1st VICE PRESIDENT

* Presides at meetings if the President is absent.
* Serves as chairperson of the program planning committee.
* Introduces educational program at club meetings.
* Thanks the educational guest speakers, presenters, member demonstrators, etc.
* Assists committees as needed.

# 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.

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# Texas 4-H Officer Handbook can be downloaded at the link below:

# <http://texas4-h.tamu.edu/publications>