



## 4-H Officers and Duties

### **PRESIDENT (Required)**

- ◆ 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.

### **1<sup>st</sup> VICE PRESIDENT (Required)**

- ◆ 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.

### **2<sup>nd</sup> Vice President (Not-Required)**

- ◆ Assist the President and First Vice President.
- ◆ Preside at meetings in the absence of the President and First Vice President.
- ◆ Arrive at least 30 minutes early to help set up for each meeting.
- ◆ Serve as Chairman of the Recreation Committee and work closely with the committee adult advisor and members to plan the recreation for each meeting and make arrangements for the activity to be led by a committee member.
- ◆ Appoint 4-H families to be hosts and provide refreshments at each club meeting. You and your group plan additional social activities of the club, such as holiday parties and picnics.

### **3<sup>rd</sup> Vice President (Not-Required)**

- ◆ Assist the President and Vice Presidents.
- ◆ Preside at meetings in the absence of the President and Vice Presidents.
- ◆ Arrive at least 30 minutes early to help set up for each meeting.
- ◆ Serve as chair of the Membership Committee. You will work closely with the committee adult advisor and members to recruit, enroll and orient new members of the club.

### **SECRETARY (Required)**

- ◆ 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 (Required)**

- ◆ 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.
- ◆ Balances the bank statement each month (if the club has a checking account), which is a recommended practice. Please contact your County Extension Educator or visit the IRS website for an SS-4 to complete and file to obtain a Employer Identification Number to open a club account.
- ◆ Pays bills when approved by the club.

### **HISTORIAN (Not-Required: Can be absorbed by other positions)**

- ◆ Takes photographs at all 4-H club meetings and activities.
- ◆ Puts together the 4-H club's scrapbook alone or with a Scrapbook Committee.
- ◆ Collects newspaper articles from News Reporter.
- ◆ Collects written health, safety and environmental reports from these officers to include in the club's scrapbook.
- ◆ Collects pictures, articles, etc. from other officers and club members to include in the 4-H club's scrapbook.
- ◆ Enter club scrapbook in county contest if available.
- ◆ Submit completed 4-H club scrapbook to club's 4-H organizational advisor for archival documentation.

### **NEWS REPORTER (Not-Required: Can be absorbed by other positions)**

- ◆ Writes articles about club meetings and activities and submits to the local newspaper.
- ◆ Checks local newspapers regularly to see if articles appear.
- ◆ Cuts out club newspaper articles and gives to Historian for scrapbook.

### **RECREATION LEADER (Not-Required: Can be absorbed by other positions)**

- ◆ Conducts a recreation activity at each 4-H club meeting.
- ◆ Plans or helps with a Recreation Committee, the 4-H club's social events and/or parties.
- ◆ Leads or assists teen and/or junior leaders with get acquainted activities and mixers.

### **Health & SAFETY OFFICER (Not-Required: Can be absorbed by other positions)**

- ◆ Plans one major health/ safety program for the 4-H club.
- ◆ Gives 1 to 3 minute safety tips and/or talks at each 4-H club meeting.
- ◆ Chairs the Safety Committee if the club has one.
- ◆ Reminds 4-H club members of safety at all 4-H club planned activities.

### **Parliamentarian (Not-Required: Can be absorbed by other positions)**

- ◆ Keep order at club meetings. Follow *4-H Parliamentary Procedure Guidelines*.
- ◆ Advise the President, or presiding officer, on parliamentary procedure.
- ◆ Help train all club officers in parliamentary procedure.
- ◆ Make parliamentary rulings during the business portion of the meeting.
- ◆ Arrive at least 30 minutes early to help set up for each meeting.

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

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