

4-H Club Officers

The 4-H club officers are elected by the club each year and are responsible for planning, implementing and evaluating all club meetings and activities. Working with the club managers, they form an executive committee to give overall guidance to the club. See Attachment 8 (page 81) for club officer nominations.

At the beginning of the year, the executive committee staffs the 4-H club leadership team by recruiting adult, junior and teen volunteer leaders and appointing all club members as chairmen and members of committees.

If the 4-H club has enough members, a 4-H member should not serve as the same club officer for more than 1 year, but should move to other leadership positions and give all members of the club opportunities to serve as club officers.

Time Commitment: Club officers are elected each year and serve for 1 year.

Major Duties And Responsibilities Of Officers

President

Serves as chairman of the executive committee

Oversees the yearly plan of club meetings and activities, and gives copies of the plan and calendar to all club members, their families and the county Extension office

Coordinates the activities of officers, leaders and committees by having planning sessions each month or as needed to ensure maximum member involvement and good preparation in all club activities

Appoints committees as needed. The president is an ex-officio member of all committees except the nominating committee

Develops a club meeting agenda for each meeting

Contacts each person participating in the meeting or on the program and encourages them to be prepared

Presides effectively at all club meetings

Uses basic parliamentary procedure as a tool to conduct effective, orderly meetings

Arrives at least 10 minutes before the meeting to prepare the room for the meeting and program, including setting up flags and banners

Counsels with other officers, managers and leaders about last-minute additions to the agenda

Serves as one of the club's delegates to District 4-H Council and attends council meetings, activities and training sessions

Exhibits good leadership qualities and is a role model to the members of the club

First vice-president (in charge of programs)

Assists the president

Presides at meetings and performs other duties of the president when the president is absent

Becomes president if the president leaves, resigns or is relieved of office

Serves as chairman of the program committee and sees that a yearly program plan for monthly club meetings is made

Works closely with program committee advisor

Recruits committee or club members to introduce the program each month

At the beginning of the year, contacts all people necessary to request or coordinate programs, and gets their agreement to attend the meeting and present the program

Reminds program participants at least 1 month before they are to present a program and gives them details of program plans

Arrives at least 10 minutes before the meeting begins and sets up the room

Serves as host to club speakers before and after the meeting along with the member responsible for the introduction

Checks to see that a thank-you letter is written to the person presenting the program

May serve as one of the club delegates to the District 4-H Council

Second vice-president (in charge of recreation)

Assists the president

Performs the duties of the president, if the president and first vice-president are absent

Serves as chairman of the recreation committee and sees that recreation is planned and led at each meeting

Works closely with recreation committee advisor

Appoints 4-H families to be hosts and provide refreshments at each meeting

Plans other recreational activities of the club such as Christmas parties, picnics, etc.

Tries to keep sportsmanship, fairness and playing for fun foremost in all recreational activities

Third vice-president (in charge of membership)

Assists the president

Performs the duties of the president when that officer and the first and second vice-presidents are absent

Serves as chairman of the membership committee to recruit, enroll and orient new members of the club

Works closely with membership committee advisor and/or the new member family coordinator

Prepares new-member packets and gives them to new members who join the club during the year

Sees that a member of the membership committee arrives at least 10 minutes before each meeting to greet members and parents/adults and to give a special welcome to new members and families

Is responsible for new members filling out enrollment forms and introducing new members and guests at meetings

Reenrolls members for the coming year each fall (August or Sept.). Gives completed enrollment forms to the Extension Office.

Plans for an orientation of new members and families to the club and 4-H

Plans recruitment efforts to invite all boys and girls in the club territory to join 4-H

Council delegate(s)

Each club is to have delegates elected to serve on the County 4-H Council. These delegates may be the president and first vice-president, or separate elected offices. Their duties are to:

Report local club activities and recommendations at county council meetings

Report on county council activities, recommendations, committee reports and activities of other clubs at local club meetings

Serve on countywide committees as appointed by the county council chairman or president

Recruit older members of club to serve on the countywide committee
Attend all club meetings and council meetings
Should attend available training opportunities at county, district and state levels

Secretary

Keeps the secretary's book current
Calls the roll and checks attendance
Reads the minutes of the last meetings
Keeps complete and accurate minutes of all meetings and forwards copies to Extension Office in a timely manner
Reads letters of information or any other correspondence to the group
Writes letters for the club
Contacts members who have missed three consecutive meetings and extends a special invitation for them to attend the next meeting

Treasurer

Keeps accurate, up-to-date records of all receipts and expenditures of club funds and the balance in the club treasury
Plans a club budget and presents it to the club for approval
Pays bills as approved by the club
Gives reports of the club's financial condition at each meeting or as requested by the president
Prepares a financial report for the year and presents it to the club; also gives a written report to the secretary, club manager and county Extension agent
May serve as chairman of finance committee

Reporter

Submits interesting reports and photographs of club activities, members and leaders to local newspapers, radio stations and television stations
Reports club news to the county Extension office for the county 4-H newsletter
Visits local newspapers and radio and TV stations to learn about their requirements for using news articles
Works with the secretary in reporting monthly club meeting information to county Extension office

Parliamentarian

Provides advice to the presiding officer on parliamentary procedure
Instructs the members in correct parliamentary procedure

Note: A club may elect or appoint other officers as needed such as historian, corresponding secretary or librarian.

Training and Support Available

County officer training school
County parliamentary procedure workshops

Other Resources

4-H Club Secretary's Guide, (4-H 1-5.012)
4-H Treasurer's Record Book (4-H 1-5.013)
New 4-H Leader's Handbook (4-H 3-5.200)

. *What is 4-H?* (4-H3-5.201)

. *4-H Volunteer Opportunities* (4-H3-5.202)