



4-H 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.
- ◆ Arrives 30 minutes ahead of time to set up for each meeting. Greet people at the door

Your success as President depends upon your ability – not only to maintain order, but also to guide the meeting so it moves progressively toward its goal. You should help all members feel at ease, encourage them to participate in discussions and stimulate their interest in the topic that is being discussed.

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.
- ◆ Arrives 30 minutes ahead of time to set up for each meeting. Greet people at the door

2nd Vice President

- ◆ 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. Greet people at the door
- ◆ 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.
- ◆ You and your group plan additional social activities of the club, such as holiday parties and picnics.

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.
- ◆ Arrive at least 30 minutes early to help set up for each meeting. Greet people at the door

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.
- ◆ Arrive at least 30 minutes early to help set up for each meeting. Greet people at the door

Public Relations

- ◆ Visit local newspapers, and radio and television stations to learn about their requirements for submitting news.
- ◆ Takes photographs at 4-H club meetings and activities.
- ◆ Uses social media as a platform to interpret and encourage membership.
- ◆ Collects newspaper articles from News Reporter.
- ◆ Collects pictures, articles, etc. from other officers and club members to include in the 4-H media accounts
- ◆ Enter club scrapbook in county contest if available.
- ◆ Arrive at least 30 minutes early to help set up for each meeting.
- ◆ Greet people at the door

Parliamentarian

- ◆ 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.
- ◆ Greet people at the door