

4-H Officers and Duties

PRESIDENT

- ◆ Presides at all club meetings using parliamentary procedure to conduct business meetings.
- ◆ Understands responsibilities of other club officers.
- ◆ Holds monthly officer's meetings preparing club meeting agenda with other officers & advisors.
- ◆ 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(s) to lead the meeting if unable to attend.
- ◆ 12 and over.

VICE PRESIDENT

- ◆ Leads 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.
- ◆ 12 and over.

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.
- ◆ Emails minutes out to club and posts to website.
- ◆ 12 and over.

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.
- ◆ Balances the bank statement each month
- ◆ Pays bills when approved by the club.
- ◆ 12 and over.

HEALTHY LIVING OFFICER/RECREATION LEADER

- ◆ Help members to set a goal every month - to meet the Health-H Challenge.
- ◆ Provides a "Let's Move!" activity at every meeting.
- ◆ Coordinate healthy snacks for each appropriate meeting
- ◆ Fill out the Choose Health Report and give it to my 4-H leader at the end of the year.
- ◆ Helps with community service activities at meetings.
- ◆ 9 and over.

HISTORIAN

- ◆ Takes photographs at all 4-H club meetings and activities.
- ◆ Collects pictures, articles, etc. from other officers and club members to include in the 4-H club's Facebook and website.
- ◆ Puts together the 4-H club's end-of-year historical record electronically or as a scrap book as decided by club officers.
- ◆ 9 and over.

SERGEANT AT ARMS

- ◆ Makes sure that everyone is paying attention at the meetings
- ◆ Confirms that the rest of the officers have what they need for the meetings
- ◆ Assist with set-up of club meetings
- ◆ Maintains order
- ◆ 9 and over

COMMUNITY SERVICE/CITIZENSHIP OFFICER

- ◆ Plans a community service activity or drive for each Club Meeting
- ◆ Gathers ideas of community service from the club
- ◆ Coordinates community service or outreach events at Dimond Recreation Center or Off-Site with the assistance of the Community Service Advisor
- ◆ Researches Citizenship programs that would benefit the club's membership and consults with President/Vice-President about scheduling
- ◆ 9 and over

HOSPITALITY OFFICER

- ◆ Greets and welcomes people to Club meetings
- ◆ Helps new members feel welcome
- ◆ Fills in for any of the officers when they are not present
- ◆ Work with Healthy Living Officer to assign and notify members who will provide snack at Club meetings
- ◆ 9 and over

GENERAL EXPECTATIONS OF ALL OFFICERS:

- Attend all Oak Town 4-H Community Club Meetings or arrange with fellow officers for coverage when absences are necessary and notify club President and Adult Advisors
- Attend an additional monthly Officers' Meeting to plan and prepare for meetings
- Actively participate in planning and running meetings. The ability to stay on-task is a big plus.
- Practice good communication skills
- Dependability is required
- Involvement in club committees and community service is strongly encouraged

To be turned in to Club Leader at time of Officer Elections

I have read my job description and the general expectations and understand what is expected of me.

Name: _____ Office Seeking: _____

Signature: _____

Parent/Guardian Signature: _____