

## **4-H OFFICERS' DUTIES**

### **PRESIDENT** (1)

1. Serve as the spokesperson for the group.
2. Prepare business agenda and conduct meetings using appropriate parliamentary procedure.  
(Contact members and coordinate reports from club members.)
3. Keep the 4-H Leader informed of club activities and business. Contact the 4-H Leader one week in advance of meeting to set agenda.

### **VICE-PRESIDENT** (1-2)

1. Chairman of all committees. Make sure committees are ready to function and report at meetings.
2. Perform President's functions in absence of President.

### **SECRETARY** (1)

1. Keep accurate minutes of all meetings.
2. Report minutes of previous meetings at the current meeting.
3. Initiate phone committee to inform members of upcoming events.
4. Correspond with individuals who conduct programs or help group with activities.

### **TREASURER** (1)

1. Keep checkbook balanced.
2. Assist officers in preparing financial statements and budget.
3. Report monthly transactions and balances of checking and savings accounts at each club meeting.
4. Co-chair fund-raising activities.

### **REPORTER** (1-2)

1. Report group's activities in local newspapers.
2. Keep record of all media efforts to promote group.

### **HEALTH & SAFETY** (1-2)

1. Prepare report for group's meetings that promotes their health and/or safety
2. Present report at each meeting.

### **SONG/RECREATION LEADER** (1-2)

1. Plan songs and/or activities for the members to participate in during the group's meetings.
2. Leader songs and/or activities at each meeting.

### **HISTORIAN** (1)

1. Keep record of all 4-H Club activities in a notebook and/or photo album
2. Report club history as requested by club.

### **ALL OFFICERS**

1. Attend all meetings.
2. Work together to keep order at club meetings.
3. Involve all members in the meetings and activities.
4. Be a positive leader, not a follower!

