

## 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.

### **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.

### **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.

### **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 (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**

- ◆ 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**

- ◆ 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**

- ◆ 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.

## **SAFETY OFFICER**

- ◆ Plans one major 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.

## **HEALTH OFFICER**

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

## **ENVIRONMENTAL OFFICER** (if available from your Extension Office)

- ◆ Plans one major environmental program for the 4-H club.
- ◆ Gives 1 to 3 minute environmental tips and/or talks at each 4-H club meeting.
- ◆ Chairs the Environmental Committee if the club has one.
- ◆ Suggests possible environmental related community service projects to the club.
- ◆ Reminds 4-H club members of environmental issues at all 4-H club planned activities.

Written by Patty House, OSU Extension, 4-H Educator, Clark County.