

# 4-H Club Officers



## President

1. Checks meeting arrangements.
2. Works with the volunteers and officer team to establish the meeting agenda.
3. Presides and calls meetings to order and directs the business meetings.
4. Appoints committees and checks frequently on progress, asks for reports.
5. Casts deciding vote in case of a tie.
6. Conducts meetings according to basic parliamentary procedure.
7. Is familiar with the duties of other officers and helps them when needed.
8. Guides meetings and encourages all members to take an active part.
9. Shows courtesy to guests and has them properly introduced to the club.

## Vice President

1. Is acquainted with duties of the president and rules of basic parliamentary procedure.
2. Presides at meetings in temporary absence of the president.
3. Works closely with parents, volunteers, and other officers on all activities.
4. Serves as chairperson of the program committee.

## Secretary

1. Keeps accurate minutes of all meetings and presents minutes at next meeting.
2. Calls roll and keeps records of attendance.
3. Handles all club correspondence.
4. Collects new items and media notices about the 4-H activities of the club and individual members.

## Treasurer

1. Receives and is responsible for all money.
2. Keeps an accurate record of all money received and its source; all money paid, to who, and for what.
3. Reports at club meetings on money received, money paid out, and the amount on hand.
4. Pays out money only when approved by the club.
5. Gives the new treasurer complete and accurate records when he/she takes office.

## News Reporter

1. Writes articles about club meetings and special events for the local media.
2. Submits news items immediately after each meeting or event.
3. Makes sure all articles tell who, what, when, where, why, and how.
4. Keeps all newspaper items referring to the club in a scrapbook.

## Recreation Leader

1. Plans games and other recreation for the club suitable for age, desire, space, and time available.
2. Leads recreation at 4-H meeting.
3. Keeps necessary equipment on hand.
4. Makes notebook of recreation ideas and gives them to the next recreation leader.

## Song Coordinator

1. Plans and conducts singing activities suitable for age, interest, and time available.
2. Makes a notebook of songs to give to the next song coordinator.

## Health and Safety Leader

1. Plans and gives a brief talk or presentation at the club meeting on a health and safety topic.
2. Plans other health and safety activities for the 4-H club with direction from the program committee.

## Technology/Social Media Coordinator

1. Manages the 4-H Club's online presence through a website and/or various social media platforms.
2. Shares upcoming 4-H Club activities with members and the general public.
3. Celebrates club and member successes with the online audience.
4. Follows best practices for appropriate online interaction on behalf of the 4-H Club.

## 4-H Mission Area Coordinator

1. Coordinates activities and shares information relative to one or more of the three 4-H Mission Areas: Science, Healthy Living, and Civic Engagement/Leadership.
2. Encourages members to become actively engaged in one or more of these 4-H Mission Areas.