

# 4-H Officers Job Description

*So... You think that you might run for a 4-H Club Office...! Do you know what your responsibilities would be???*

*Successful club meetings depend on leadership from good officers. Saying yes to being an officer is the easy part of taking on the responsibility... it's the actual work that makes it the most difficult.*

*4-H'ers remember...when you say yes...members, leaders & parents are counting on you to make sure that the job gets done. Become an officer that everyone can depend on!!!*

## **President's Job Description:**

- C Talk with the leaders and other officers to prepare for each meeting.
- C Tell the leader and vice president well in advance if you are not going to be at a meeting.
- C Conduct the business meeting according to parliamentary procedure and in a considerate and fair manner.
- C Help other officers carry out their jobs and give them credit for the jobs they do.
- C Encourage everyone to participate in the meeting.
- C Make sure everyone gets the chance to serve on a committee at some point during the year.
- C Delegate responsibilities rather than try to do it all yourself, so members feel more like an important part of the club.
- C Represent your club at other meetings and events.
- C Attend as many 4-H meetings and activities as possible and be prompt and enthusiastic.
- C Set the rules of conduct (speaking, behavior, clapping, etc.) at the first meeting and stick with them for the rest of the year.

## **Vice President Job Description:**

- C Check with the president on plans or special work to be done.
- C Preside at the meeting or represent your group at other events in the president's absence.
- C Work with the leaders and other officers on committees and other group activities.
- C Serve as chair of the program committee to help plan club meetings and activities.
- C Check with those putting on the program to see if they are ready or need any help.
- C Introduce program participants.
- C Thank program participants following the program and ask the secretary to send the presenter a thank-you note.
- C Work with the club at the beginning of the 4-H year to set goals for the club.

## **Secretary Job Description:**

- C Arrive at the meeting ahead of time.
- C Discuss items of business with the leaders and the president.
- C Inform the president of unfinished business.
- C Sit next to the president during the business meeting.
- C Inform the president and leader if you are going to be absent.
- C Work cooperatively with all other officers.
- C Call roll and keep an accurate record of attendance. (Remain seated to call roll.)
- C Read minutes of the previous meeting and make any necessary corrections. (Stand to read the minutes.)
- C Take accurate notes of the events of each meeting.
- C Assist the president during the meeting by writing the motions as stated and restating the motion if necessary.
- C Read correspondence directed to your group and write letters for the club.
- C Maintain a record of all officers and committees in the secretary's record book.
- C Cooperate with the reporter by providing information needed to prepare articles for the newspaper.
- C Use the notes you take at each meeting to write minutes of meetings for the secretary's book.
- C Call the meeting to order and preside during the election of a temporary chairperson in the absence of the president and vice president.

### **Treasurer's Job Description:**

- C Handle all money matters of the club.
- C Prepare a budget, with your finance committee and club leader, to guide the club.
- C Only spend money with club approval.
- C Keep club money and your own money separate. Do not use club money for your personal needs.
- C Keep an accurate record in the treasurer's book of how all money is used.
- C Deposit all funds in the bank as soon as possible.
- C Pay all bills promptly as directed by the group and approved by the president.
- C Only pay by check, and remember to get a receipt for all bills paid.
- C Prepare a monthly treasurer's report.
- C Provide the following information for the financial review committee:
  - Club budget
  - Check register
  - Bank statements
  - Canceled checks and deposit slips
  - Receipts of all income
  - Bills for all expenses
  - Treasurer's Record Book
- C Give your club's financial review committee the "Financial Review Report" to fill out. It must be submitted to the county/district K-State Research & Extension office by Nov. 15.

### **Historian Job Description:**

- C Keep a record of the club's accomplishments and activities for the year.
- C Collect items such as pictures and news clippings about the club and its members.
- C Organize a scrapbook to tell the club's story for the year.
- C Make the scrapbook meaningful to members and future members.
- C Make the book compact but complete by including items only if they involve the club directly or members of the club.

### **Reporter Job Description:**

- C Your job is to be a newspaper reporter for your club.
- C You will be expected to write stories and take pictures of your clubs special events, activities, monthly meetings, etc. and send to local newspapers & radio stations.

### **Song Leader Job Description:**

- C Lead the group in singing at each meeting and, when requested, at special events.
- C Teach the club new songs.
- C Keep a file of songs with words and music. (Be sure to remember that the words and music to many songs are copyright protected. You must follow copyright laws if you make copies of music. Ask your club leader or extension agent to help you with this.)
- C Work cooperatively with the other officers and leaders of the club.
- C Create a feeling of friendship, teamwork and 4-H spirit at club meetings through the use of music.
- C Help club members to show their enthusiasm, use their energy for fun and enjoy the group meetings by singing together.

### **Recreation Leader Job Description:**

- C Make recreation an important part of your club's meetings.
- C Prepare games/activities for each meeting and lead them.
- C Serve as chairperson of the recreation committee, if your club has one. If not, it is a good idea to talk to your leader about organizing one at the beginning of the 4-H year.
- C Teach your fellow club members how to learn from teamwork activities.
- C Encourage everyone to participate.
- C Be sure all members have FUN!