

# Duties of Elected 4-H Officers



## **PRESIDENT**

- ★ Presides at all meetings
- ★ Appoints committees
- ★ Cast deciding vote if there is a tie
- ★ Encourages all members to take part
- ★ Arranges for Vice President to preside if unable to attend
- ★ Makes sure meetings start and stop on time
- ★ Helps members and leaders plan the yearly program
- ★ Restates motion for a vote
- ★ Conducts meeting according to parliamentary procedure

## **VICE PRESIDENT**

- ★ Presides when president is absent
- ★ Assists other officers in arranging for and conducting meetings
- ★ Serves as chairman of the program committee
- ★ Host for speakers
- ★ Introduces guest speakers

## **TREASURER**

- ★ Receives all money
- ★ Keeps records of amounts of money received
- ★ Deposit club funds in special club accounts
- ★ Pays out money only when approved by club
- ★ Keeps accurate records in treasurer's book
- ★ Gives report of financial condition at each meeting

## **REPORTER**

- ★ Submits reports to local newspaper
- ★ Makes collection of all newspaper items for permanent records
- ★ Writes articles which tell who, what, where, when and how, including people's names
- ★ Writes a story of each meeting to send to the local 4-H office or local paper.

## *(Reporter continued)*

- ★ Sends advance information of an event to the local paper and writes a follow-up.

## **SECRETARY**

- ★ Calls the meeting to order if President and Vice President are absent
- ★ Keeps minutes of the meeting
- ★ Takes roll call
- ★ Reads minutes of the last meeting
- ★ Reads correspondence to the club
- ★ Reminds members of special meetings by phone or post card
- ★ Writes club letters
- ★ Keeps copy of Club's yearly plan in Secretary book

## **RECREATION LEADER**

- ★ Plans special activities for the club
- ★ Leads and give instructions for playing games
- ★ Plans games and recreation for the club
- ★ Plans activities for early arrivals
- ★ Keeps play fair and promotes good sportsmanship
- ★ Enthusiastic, friendly and plays the game themselves
- ★ Forms a recreation committee when needed
- ★ Plans more games for the meeting than needed.