

Club Officer Position Descriptions

President

- Know parliamentary procedure.
- Start and stop the meeting on time.
- Plan the business part of meeting with other leaders before meetings are held, including the agenda.
- Preside and call the meeting to order and direct the business.
- Keep order. Be courteous but firm.
- Encourage all members to participate.
- Cast the deciding vote in case of a tie vote. You may vote when the vote is by ballot.
- Appoint committees when directed by the club, and help define responsibilities of the committees.
- Work closely with your club to plan the year.
- Work with your elected officer team to plan, carry out and evaluate successful meetings.
- Check on progress of committees and ask for reports at meetings.
- Delegate responsibilities so every 4-H'er has a meaningful role.
- Arrange to have another person preside if you cannot attend a meeting, appoint an acting secretary if the secretary cannot attend.
- Keep in contact with your club leaders and ask questions if needed.

Vice President

- Preside when the president is absent.
- Know parliamentary procedure so you can assist in conducting an orderly meeting.
- Know the duties of the president.
- Work closely with the president, leaders and other officers.
- Consult with the president on plans or special work to be done.
- Sit near the front of the room or at the table with the president and secretary.
- Introduce guest speakers. Read Thank yous.
- Have recreation ideas ready should you need them at a meeting, unless you have a recreation leader that will lead the activities.
- Keep in contact with club leaders and ask questions as needed.

Secretary

- Sit with president in front of the room.
- Record the activities and decisions of the club (minutes).
- Call the roll and record the attendance.
- Stand and read the minutes of the last meeting.
- Read correspondence to the club.
- Assist the president during the meeting by writing each motion as stated. Be prepared to read the motion.
- Maintain a record of all officers and committees and their reports.
- Inform the president if you will be absent. The president will appoint an acting secretary.
- Submit all monthly minutes/reports to leaders and to the Extension Office. Be sure to include your name and club name.
- At the end of the year turn over your records to the club leader.
- Keep in contact with club leaders and ask questions as needed.

Treasurer

- Take charge of all the money taken in by the club.
- Keep an accurate record of all money received and all money paid out. Use club forms...who is it from, what is it for, when did you receive it or pay out.
- Deposit money into the checking account as soon as it is received.
- Never use club money to pay personal bills or buy personal items.
- Give a report of money received, bills paid and amount on hand at each meeting.
- Be prepared to give an itemized report at any time if requested by members or leaders.
- Pay money out of the treasury by check only as approved by club. Pay bills authorized by club promptly.
- You are responsible for the club's funds until your successor is elected. An auditing committee should check your records before they are turned over to your successor.
- Serve as chairman of the finance committee. One responsibility is planning fundraising efforts.
- Give complete and accurate records to your successor at the end of your term.
- Keep in contact with club leaders and ask questions as needed.

Reporter/Social Media

- Spread good news about your club.
- Write reports of club meetings and special club activities.
- Write articles and take photographs of special 4-H events for your local newspaper.
- Keep in contact with club leaders and ask questions if needed.
- Submit articles and photos to the Extension office to be posted on the website, and send to local newspapers. Be sure to include your name and club name.
- Watch websites (county 4-H and/or your club) or social media sites for opportunities to promote and market your club and 4-H
- Remember to ask and answer the major questions:

WHO? WHAT? WHEN? WHERE? WHY?

Historian/Photographer

- Collect memorabilia from members about club activities.
- Take pictures at club events and complete a scrapbook.

Recreation/Song Leader

- Plan recreation for the meeting when needed.
- Help in the planning of 4-H Club's social events.
- Lead or assist in get acquainted activities and mixers.
- Be prepared to lead a song at club meetings.
- Create an inviting space for all members and families at meetings.
- Welcome and greet families before each meeting.

Pledge Leader/Sargent at Arms

- Lead the club in saying the Pledge of Allegiance and the 4-H Pledge.
- Set up room and flags.
- Keep order and peace before meeting.
- Encourage respectful behavior at meetings.

Main and Assistant Club Leaders

- Assist club officers in planning effective club meetings by helping them with the agenda and parliamentary procedure (Bob's Rules).
- Guide and advise overall organization of the club.
- Serve as the link between the club and the County Extension office.
- Involve parents/guardians in helping members with projects and club responsibilities.
- Support youth voice and positive youth adult partnerships in the club.

Note: Clubs may have more or less of the positions listed in this documented. A president, vice president, secretary, and treasurer should be maintained at the minimum.