4-H OFFICER POSITIONS

These are some suggested club officer positions and responsibilities. Wayne County 4-H does not require clubs to elect officers, but doing so provides more structure and leadership experience for members. The club can also create their own officer positions.

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, social media, email, etc.)
- Calls the Vice-President to preside over the meeting if unable to attend.

VICE PRESIDENT

- Presides at meetings if the president is absent.
- Introduces educational program at club meetings.
- Thanks the education guest speakers, presenters, demonstrators, etc.

Additional responsibilities could include:

  - Following up with committees to see that they stay on task.
  - Being responsible for the learning portion of the meeting.
  - Introduces presenters or guests.

SECRETARY

- Keeps an accurate written record of the business meetings.
- Provides a report by presenting the minutes from the previous meeting.
- Keeps the minutes in one place so they can be referenced.
- Records club's attendance at each meeting.

Additional responsibilities could include:

  - 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 money received and spent by the 4-H club.
- Gives a financial report at each 4-H club meeting.
- Prepares a year-end 4-H Club Financial Statement and shares that report with the club and the Extension Office.
- 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.

RECREATION LEADER

- Conducts a recreational activity at each 4-H club meeting.
- Plans or helps to plan the 4-H club's social events and/or parties.
- Leads or assists teen and/or junior leaders with "get-to-know-you" activities.

HISTORIAN

- Takes photographs at all 4-H club meetings and activities.
- Puts together a club 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.
- Enter club scrapbook in county contest, if available
- Submit competed 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 them to the local newspaper.
- Checks local newspapers regularly to see if articles appear.
- Cuts out club newspaper articles and gives to Historian for scrap book.