

# Club Operation: Officers' Duties

Congratulations! You have been elected a club officer, an honor which includes duties. This guide will help you learn the duties of your office.

Your 4-H club will depend on you to help guide it this year. You should strive "To make the best better," as the 4-H motto suggests. You and the other officers are a team. You should help each other carry out the goals of your club.

The officers of a 4-H club may include the following (remember that the age and experience of the officers will determine the extent to which they can perform the duties of an office without assistance):

- President
- Vice President
- Secretary – Treasurer
- Reporter
- Recreation Leader
- Committee Chairmen (Committees are appointed by the president and leader. Standing committees may include Program, Refreshment, Membership, Ways and Means, and others.)

## Duties of the President

1. Suggests goals for the 4-H club to strive toward.
2. Checks with the leader on arrangements for each meeting.
3. Checks with the leader and program chairman before each meeting.
4. Presides at all meetings.
5. Prepares an agenda and conducts meetings according to parliamentary procedure.
6. Checks with the secretary-treasurer to see that the minutes and the treasurer's report are up-to-date.
7. Appoints or has members elect a representative to the county 4-H council (if necessary)
8. Appoints committees necessary for the operation of the club.
9. Attends county 4-H council meetings (if necessary)
10. Guides meeting in a courteous way and avoids talking too much.
11. Reports on the county 4-H council meeting or has a representative make a report. (if necessary)
12. Votes in case of a tie.
13. Acquaints members with the club constitution.

The president is the head of the 4-H club. He/she should preside in such a manner that all members feel free to take part. A properly conducted 4-H meeting is an excellent example of true democracy.

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## Duties of the Vice President

1. Presides over the 4-H club meeting if the president is absent.
2. Learns parliamentary procedure
3. Serves as chairman of the program committee.
4. Seeks to find out what 4-H members what to do at 4-H meetings.
5. Works with the leader and program committee to plan the programs for the year and a calendar of events.
6. Submits yearly calendar and programs to the members for suggestions and approval.
7. Gives each member a part in one or more meetings during the year.
8. Plans for the next meeting with the leader and president, announces those plans, and assigns responsibilities.

## Duties of the Secretary-Treasurer

1. Keeps accurate records on membership, projects, and honors by using the 4-H Secretary-Treasurer Notebook Guide.
2. Chcks the roll at each meeting.
3. Sits at the right of the president in front of the members during meetings and gives close attention to all discussion and business. Takes sufficient notes to write accurate minutes of the meetings.
4. Records minutes in secretary-treasurer's notebook.
5. Reads the minutes at each meeting.
6. Writes any letters that are required.
7. Keeps an accurate account of the club's money
8. Reports the money on hand and the amount paid out at each meeting.
9. Keeps copies of bills and receipts.
10. Assists the leader in doing the following:
  - a. Keep the 4-H Agent informed about enrollment of newmembers
  - b. Sends a copy of the yearly plan of work to 4-H Agent.
  - c. Reports on each meeting to the 4-H Agent immediately following the meeting.
  - d. Reports a summary of the year's accomplishments of 4-H members to the 4-H Agent.
  - e. Requests a charter from the 4-H Agent when the requirements have been met.
11. Passes the Secretary-Treasurer's notebook on to the new Secretary-Treasurer.

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## Duties of the Recreation Leader

1. Serves as chairman of the recreation committee
2. Seeks to learn the varied recreational interests of the club's members.
3. Leads the recreation committee in planning recreation programs.
4. Appoints a committee member to lead the recreation program for each meeting.
5. Works closely with the refreshment committee.

## Duties of the Reporter

1. Learns to write interesting news stories
2. Reports accomplishments to local newspapers/radio and/or television stations when recommended by the leader and president.
3. Keeps a scrapbook of club activities and member participation
4. People in the community are interested in what 4-H is doing. The reporter is responsible for seeing that they are informed about club activities

## Responsibilities of Committees

Committees do much of the planning for a club. The number of committees that your club needs will depend on the size of your club. The president, other officers, and volunteer leader determine what committees are needed. The president and volunteer leader should appoint standing committees early in the year. Special committees may be appointed from time to time according to needs. A parent or volunteer leader should be designated to meet with each committee.

When appointing committees, the president should:

Appoint a chairman for each committee

Select 4-H'ers who are best qualified for each committee.

Ask a parent to advise each committee.

## Examples of Standing Committees

1. Program – The vice president is the chairman. The committee surveys members, plans the total club program, and evaluates the program. It also assists with the details of individual programs.
2. Community Service Project – This committee plans projects, involves other members in completing the project, and evaluates the project.
3. Activity – This committee plans picnics and other club activities, makes members assignments, and obtains parent and leader assistance in doing each activity.

## Resources:

“A Constitution for a 4-H Club,” 4-H Secretary-Treasurer Notebook Guide

“Example of Treasurer's Report,” 4-H Secretary-Treasurer Notebook Guide

Working with Committees for Committee Assignment Sheets – Steps in Program Planning.