**4-H Club Officer Responsibilities**

My officer role:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List ways you can carry out/complete your club responsibilities:

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My responsibilities as on officer to the 4-H club are to:

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List ways you can be responsible to the club and club manager:

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My responsibilities to the 4-H Club manager are to:

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What should be done following the 4-H Club meeting:

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List items that should always be brought to the 4-H club meeting:

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**President**

**Vice President**

**2nd Vice President**

**Secretary**

**Treasurer**

**Parliamentarian**

**Council Delegate**

**Health and Safety Officer**

**Reporter/Historian**

**3rd Vice President**

**Keeps Order at the Meetings**

**Represents the club at a county based meeting**

**Provides some sort of safety information at the meeting**

**Submits interesting reports, pictures of club activities**

**Keeps accurate, up-to-date records of club funds**

**Keeps roll and complete accurate minutes of each meeting**

**Chairman of membership committee**

**Chairman of recreation committee**

**Chairman of programs committee**

**Presides at meetings and communicates effectively**