

* 1. Officers and Duties

# 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, e-mail, etc.)
* Calls the Vice-President to reside at the meeting if unable to attend.

# 1st VICE PRESIDENT

* Presides at meetings if the President is absent.
* Serves as chairperson of the program planning committee.
* Introduces educational program at club meetings.
* Thanks the educational guest speakers, presenters, member demonstrators, etc.
* Assists committees as needed.

**2nd Vice President**

* Assist the President and First Vice President.
* Preside at meetings in the absence of the President and First Vice President.
* Arrive at least 30 minutes early to help set up for each meeting.
* Serve as Chairman of the Recreation Committee and work closely with the committee adult advisor and mem­bers to plan the recreation for each meeting and make arrangements for the activity to be led by a committee member.
* Appoint 4-H families to be hosts and provide refreshments at each club meeting. You and your group plan additional social activities of the club, such as holiday parties and picnics.

**3rd Vice President**

* Assist the President and Vice Presi­dents.
* Preside at meetings in the absence of the President and Vice Presidents.
* Arrive at least 30 minutes early to help set up for each meeting.
* Serve as chair of the Membership Committee. You will work closely with the committee adult advisor and members to recruit, enroll and orient new members of the club.

# SECRETARY

* Keeps an accurate written record of the business meetings.
* Reads club’s minutes at each meeting.
* Records club’s attendance at each meeting.
* 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 4-H club’s money received and spent by the club.
* Gives a financial report at each 4-H club meeting.
* Gives an annual financial report at the final 4-H club meeting for the year.
* 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.
* Balances the bank statement each month (if the club has a checking account), which is a recommended practice. Please contact your County Extension Educator or visit the IRS website for an SS-4 to complete and file to obtain a Employer Identification Number to open a club account.
* Pays bills when approved by the club.

# HISTORIAN

* Takes photographs at all 4-H club meetings and activities.
* Puts together the 4-H club’s 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.
* Collects pictures, articles, etc. from other officers and club members to include in the 4-H club’s scrapbook.
* Enter club scrapbook in county contest if available.
* Submit completed 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 to the local newspaper.
* Checks local newspapers regularly to see if articles appear.
* Cuts out club newspaper articles and gives to Historian for scrapbook.

# RECREATION LEADER

* Conducts a recreation activity at each 4-H club meeting.
* Plans or helps with a Recreation Committee, the 4-H club’s social events and/or parties.
* Leads or assists teen and/or junior leaders with get acquainted activities and mixers.

# Health & SAFETY OFFICER

* Plans one major health/ safety program for the 4-H club.
* Gives 1 to 3 minute safety tips and/or talks at each 4-H club meeting.
* Chairs the Safety Committee if the club has one.
* Reminds 4-H club members of safety at all 4-H club planned activities.

**Parliamentarian**

* Keep order at club meetings. Follow *4-H Parliamentary Procedure Guidelines*.
* Advise the President, or presiding of­ficer, on parliamentary procedure.
* Help train all club officers in parlia­mentary procedure.
* Make parliamentary rulings during the business portion of the meeting.
* Arrive at least 30 minutes early to help set up for each meeting.

**Council Delegate**

* Arrive at least 30 minutes early to help set up for each meeting.
* Find out when and where the county 4-H Council meetings are held.
* Attend all county 4-H Council meet­ings.
* Report local club activities and recom­mendations at each County Council meeting. You may use the *Council Delegate’s Report to Club* form to help you organize and present the report.
* Report on County Council activities, recommendations, committee reports and activities of other clubs at your local club meeting.
* Serve on countywide committees when appointed by the County Coun­cil chairman/president.
* Recruit older members of the club to serve on countywide committees.
* Participate in training opportunities at county, district and state levels.

Adopted from the following: Written by Patty House, OSU Extension,4-H Educator, Clark County.

# Texas 4-H Officer Handbook can be downloaded at the link below:

# <http://texas4-h.tamu.edu/publications>