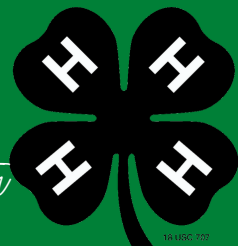


Whose job is it?

President

- Preside at all club meetings
- Use basic parliamentary procedure steps as a tool to conduct effective, orderly meetings
- With assistance from 4-H club manager, arrange for meeting time and place
- Work with club manager and officers to develop agenda for the meeting
- Remind and encourage each person on the program to be prepared
- Ensure maximum member involvement in all club activities
- Appoint committees as needed



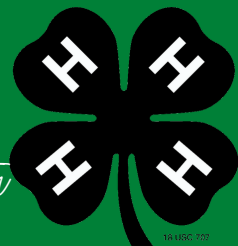
Whose job is it?

1st Vice President

- Assist the President
- Preside at meetings in the absence of the President
- Serve as chairman of the Program Committee, which consists of you, other club members and an adult advisor

District 8 4-H

Making the best better

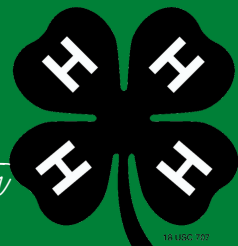


Whose job is it?

2nd Vice President

- Assist the President and First Vice President
- Preside at meetings in the absence of the President and First Vice President
- 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.

District 8 4-H
Making the best better

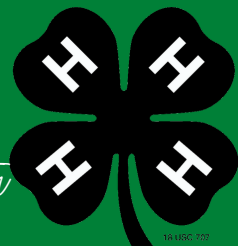


Whose job is it?

3rd Vice President

- Assist the President and Vice Presidents.
- Preside at meetings in the absence of the President and Vice Presidents
- 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

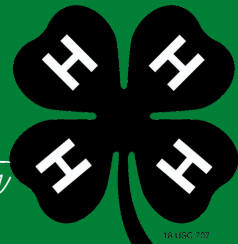
District 8 4-H
Making the best better



Whose job is it?

Secretary

- Call the role and check attendance
- Read the minutes from the last meeting
- Keep complete and accurate minutes of all meetings
- Read letters of information or any other club correspondence to the club
- Prepare emails and other social media correspondence for the club to keep members informed



Whose job is it?

Treasurer

- Keep accurate, up-to-date records of all club funds. This includes receipts and expenditures, and the balance on hand.
- Work with club manager to pay bills as approved by the club.
- Report the club's financial condition at each meeting or as requested by the President.
- May serve as Finance Committee Chair, working closely with committee members and the adult advisor to develop and present a budget to club members for approval.

District 8 4-H

Making the best better



Whose job is it?

Reporter/ Public Relations

- Submit interesting reports and pictures of club activities, members and leaders to local newspapers, and radio and television stations.
- Visit local newspapers, and radio and television stations to learn about their requirements for submitting news.
- Report club news to the county Extension office for the county 4-H newsletter or for the county 4-H website.
- Work with the Secretary to complete the 4-H Club Meeting Report form
- Work with the Secretary to conduct any social media correspondence

District 8 4-H

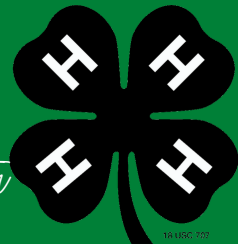
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Whose job is it?

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.



Whose job is it?

Council Delegate

- Attend all county 4-H Council meetings.
- Report local club activities and recommendations at each County Council meeting.
- 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.
- Participate in training opportunities at county, district and state levels.

District 8 4-H
Making the best better



Whose job is it?

Health & Safety Officer

- Help the President and other officers plan your 4-H club's annual activities calendar.
- Serve as chairman of the Health/ Safety Committee.
- Provide some type of health/safety information at club meetings.

District 8 4-H
Making the best better

