



4-H Officer Positions

President: This officer position comes with lots of responsibility and expectations to guide the club in the direction of its goals. Typical responsibilities of a President include creating agendas with the club organizational leader, running meetings while maintaining order and control, delegating tasks, working as a team with other officers, and being enthusiastic about club activities.

Vice President: The Vice-President runs the meetings in the absence of the President, often serves as the chairperson of committees, helps coordinate educational programs, and works as a team with other officers.

Secretary: The secretary has many very important responsibilities to keep the records for the club. This includes maintaining meeting minutes, keeping track of roll, organizing the club's correspondence, writing letters, and working with the president to correctly identify motions and unfinished business. The secretary's records are often referenced many years later, so it is important to keep them organized to pass on to the next person or place in your club's permanent files. The secretary should submit monthly minutes to the club and Extension Office.

Treasurer: This is one of the most important jobs in the club. Your responsibility is to track funds for both deposits and debts, keep accurate records, write checks, provide fundraising reports, and submit the end-of-the-year report. Treasurers often need to work with adult leaders to make sure that the records are accurate and up-to-date. The Treasurer prepares a report for the club each month. At the end of the 4-H year, you will prepare a report for the Extension Office.

Historian: The individual in this position helps to preserve the history of the club. The duties of the historian include keeping record of the club's accomplishments and activities throughout the year, and collecting photographs, news articles and other memorabilia important to the club. After all this information is gathered, it is your job to put it into a scrapbook or other visual way to preserve the memories.

Recreational Leader: Recreation is an important part of each club meeting. It helps break the ice, energize members and provide a fun setting. The Recreational Leader must utilize leadership and communication skills to plan and lead games or activities at each meeting. This person needs to be energetic and encourage everyone to participate and have fun!

Reporter: The duties of this position are related to reporting information about your club's activities to those outside of your club. This may include writing articles for the local newspaper or 4-H newsletter, creating flyers for club activities or contacting local media.

