



## Selecting 4-H Club Officers and their Duties

Being a club officer is a great way to learn leadership skills and how to conduct a business meeting. It may be the best to elect officers at the second or third meeting after members have had a chance to get to know each other.

### Election of Officers

There is no right way to hold elections for 4-H club officers. Depending on the size of the club, it might be possible for everyone to be an officer or committee chairperson. Here are some acceptable ways officers can be selected:

- Have a nominating committee. This is most often used in a larger club. The appointed committee selects a ballot of persons for each office. Usually, two candidates run for each office. Each candidate is asked if they are willing to serve in that office. If they agree, the slate of officers is presented at the club meeting and voting takes place on those candidates. It is appropriate to ask for further nominations from the floor before voting.
- Interested members complete an interest sheet and present a short statement of why they should be elected to the office. Voting takes place for each office.
- A past officer or the leader calls for nominations from the floor for president. Once nominations close, voting takes place. The new president presides and continues to ask for nominations for each office. Each officer is voted on before proceeding to the next officer nomination.
- In a younger group or a small group, names of those interested in holding an office may be put in a hat and the names drawn for each office.
- An effective method to help young members learn officer responsibilities would be to rotate jobs at each meeting.

When voting takes place, it should be by secret ballot with members writing the name of their choice on a slip of paper. One by one, each office is filled with a member elected by the majority of votes that are cast.

### Installation of Officers

An installation ceremony is one way to stress the importance of officers and their contribution to the club. Plus, it helps inform the members of the officer roles. Being chosen as a 4-H club officer is an honor which deserves recognition. There are various installation ceremonies that may be used.

# 4-H Officers and Duties

## Duties of Officers

### 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, social media, email, etc.)
- Calls the Vice-President to preside over the meeting if unable to attend

### VICE PRESIDENT

- Presides at meetings if the president is absent.
- Introduces educational program at club meetings.
- Thanks the education guest speakers, presenters, member demonstrators, etc.

#### **Additional responsibilities could include:**

- Following up with committees to see that they stay on task.
- Being responsible for the learning portion of the meeting
- Introduces presenters or guests

### SECRETARY

- Keeps an accurate written record of the business meetings.
- Provides a report by presenting the minutes from the previous meeting.
- Keeps the minutes in one place so they can be referenced.
- Records club's attendance at each meeting

#### **Additional responsibilities could include:**

- 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.
- Prepares a year-end 4-H club Treasurer's report and shares that report with the club and the Extension Office.
- 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 an Employer Identification Number to open a club account.
- Pay 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.
- 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 them to the local newspaper.
- Checks local newspapers regularly to see if articles appear.
- Cuts out club newspaper articles and gives to Historian for scrap book

## RECREATION LEADER

- Conducts a recreational activity at each 4-H club meeting.
- Plans or helps with 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.