4-H Club Officer Position Descriptions

Serving as a 4-H club officer is a privilege and a big responsibility. Members and volunteers of your 4-H Club will depend on you to help lead and guide the club through the year. You will need to be committed to working together to carry out the goals of your club. Review the officer duties below and make a commitment to do your very best!

President
The president is the head of the 4-H club. He/she should preside in such a manner that all members will feel free to take part. A properly conducted 4-H meeting is an excellent example of true democracy.

A Good President will:
• Work closely with volunteer leaders and officer team to plan club meetings and activities.
• Checks with the secretary-treasurer before each meeting to see that the minutes and the treasurer's report are up-to-date.
• Prepare the agenda.
• Preside at all meetings using parliamentary procedure in a fair and courteous manner.
• Use a gavel to: call the meeting to order (3 times), restore order (as needed), announce results of a vote (1 time), adjourn (1 time)
• Keep meetings moving, allow discussion on only one topic at a time, and finish on time.
• Restate motions in a clear manner when conducting votes.
• Appoint committees as necessary for operation of the club.
• Vote in case of a tie.
• Suggests goals for the club to strive toward.
• Be a good example for other members

Vice President
The Vice President is the key to good club meetings! He/She should work very closely with the President in planning and preparing for meetings.

A Good Vice President will:
• Work closely with the President.
• Work with leaders, officers, and members to plan educational programs and events for the year.
• Schedule member demonstrations for each club meeting.
• Check progress and help committee chairs complete their assignments.
• Learn parliamentary procedure and be ready to preside over meetings if the president is absent.
• Involve each member in one or more meetings during the year.
• Be a good example for other members

Secretary/Treasurer
The secretary is important because he/she keeps a lasting record of club meetings, decisions, activities, and involvement.

A Good Secretary will:
• Sit beside the president in front of the members during meetings.
• Keep accurate records of membership and attendance at each meeting.
• Take notes of each meeting and write accurate minutes for secretary's notebook.
• Read the minutes of the previous at beginning of each meeting.
• Write letters, “Thank You” notes, and other correspondence on behalf of the club.
• Report income and expenses of club account and collect fees as necessary from members.
• Keep 4-H agents informed of new members and provides minutes of each meeting.
• Be a good example for other members
Reporter/Newsletter Editor
People in your community are interested in what your 4-H club is doing. A reporter or newsletter editor is responsible for seeing that they are informed about club activities.

A Good Reporter/Newsletter Editor will:
• Collect and write interesting news stories about their 4-H Club for local media including: radio, newspapers, television, or club newsletters.
• Work with 4-H agent to report club member accomplishments to local media.
• Learn to write interesting news stories explaining: Who, What, When, Where, How, and Why. The most important information is written first.
• Use good written skills; spelling, grammar, and composition.
• Use good oral skills for audio and video interviews and stories; Speak loud and clear, represent 4-H in a positive way (No gum, giggles, or inside jokes).
• Dress nicely for interviews.
• Be a good example for other members

Games Leader
The Games Leader can be the life of the party for a 4-H meeting. Members will come back for future meetings if they have FUN!

A Good Games Leader will:
• know a bunch of games and be able to explain the rules to other members
• be ready with necessary equipment, props, and a place to play games
• have indoor or outdoor games planned based on meeting location and weather.
• Involve all members in games; if someone does not want to be a participant, ask them to be a judge, referee, scorekeeper, etc.
• Seek to learn the varied recreational interests of the club's members.
• Be a good example for other members

County 4-H Council Representatives
The Sullivan County 4-H Council guides the overall direction of the county 4-H program and activities.

A Good Council Representative will:
• attend meetings to provide input and suggestions for the County 4-H Program.
• Know the wishes of 4-H members in the club.
• Vote on issues as the rest of the club would vote.
• Take notes on what happens at the county council to report back to the club.
• Serve on county council committees when asked.

Other Keys to Having Good 4-H Club Meetings
• Check to see that the people who will be on the program are prepared.
• Have the meeting room ready - seats arranged, lights on, and 4-H flags and banners in the proper places.
• Start and stop the meeting on time.
• Conduct the meeting according to parliamentary procedure.
• Have the minutes ready to read.
• Keep the business session short.
• Make announcements short.
• Do things that everyone enjoys.
• Have an interesting, fun, and educational programs that keep all members involved.
• Involve others in the program by having them introducing guests, present demonstrations, etc.
• Plan time for recreation and refreshments.