



## **4-H CLUB OFFICER RESPONSIBILITIES**

### **The PRESIDENT**

- Presides at all Business Meetings of the 4-H Club
- Carries out the meeting according to Parliamentary Procedure
- Decides points of order fairly
- Casts the deciding vote in case of a tie vote
- Appoints all committees unless otherwise instructed by meeting
- Has a definite program in mind and knows what is to be done prior to the meeting
- Introduces visitors of the club
- Is largely responsible for orderly conduct of the meeting



### **The VICE PRESIDENT**

- Learns the duties of the President
- Serves as Presiding Officer in the absence of the President
- May lead the Pledge of Allegiance to the Flag
- May act as Chairman of the Program Committee
- May be responsible for keeping the club flags
- May be responsible for meeting room arrangements



### **The SECRETARY**

- Keeps accurate minutes of all club meetings
- Takes roll and keeps record of attendance
- Handles the club correspondence; makes club reports and notifies members of meetings
- Is ready to read any part of the record of any meeting when called upon to do so by the President
- Keeps a file of correspondence, committee reports, club programs, and any rules developed by the club
- Prepares, with the President, an order of business for the meeting
- Reads the minutes of the previous meeting for approval or information
- Brings Secretary Book to every meeting
- Sends monthly reports to the CCE office ([ew387@cornell.edu](mailto:ew387@cornell.edu)) no later than the last day of each month



## **The TREASURER**

- Has charge of all the money taken in by the club (i.e.: gifts, dues, club earnings, etc.)
- Shall keep an accurate record of:
  - All money received and its source
  - All money paid out and to whom
- Shall report at each meeting:
  - The amount of money collected
  - The amount of bills paid since the last meeting
  - The balance in the treasury
- Must be ready to give an itemized account of funds at any time on request of members or leaders
- Shall pay money out of the treasury only as voted by the club and with approval of the leader
- Is responsible for the club funds until a successor is elected
- Must turn over funds and accurate records to the successor when new officers are elected



## **The NEWS REPORTER**

- Write announcements and reports of the club's activities for the newspaper
- Collects all newspaper items that refer to the club for the permanent records kept by the Secretary
- Sees that news items get to the newspaper or CCE office while they are still fresh
- Makes a conscientious effort to keep the public informed about club affairs of general interest



## **The CHOOSE HEALTH OFFICER**

- Will incorporate a "Get Up and Move" activity at every club meeting
- Will offer a healthy snack alternative at every club meeting
- Will keeps members informed about monthly Health Challenge Activities