**Officer Elections**

We will hold our officer elections. Please come prepared to stand up and talk about what position you are running for, a little about yourself, and why you want the position. We would like everyone who is running to put a little thought into why you would like to be an Officer, what experience you bring to the position, and why people should vote for you.

**Below are the Officer positions and a description for each.**

**NOTE:** Anyone who has been in the Horse and Pony club for a minimum of 1 year may vote and in the club for at a minimum of 1 year and is in 8th grade or older may run for the offices of President, Vice President, Secretary, and Treasurer.

Offices can only be held for 2 years. If you have served 2 years in any position you are eligible to run for a different office.

Any member in grade levels 3-12 is eligible for Prayers Leader and Historian positions. All are expected to fulfill any duties of their positions.

Officers will have meetings with the Leaders to ensure everything is going okay and to plan for upcoming events or any other needs for the club. These meetings will likely be held for approximately 30 minutes after our regular meeting on Monday night. A schedule will be sent out at a later date.

Officers are required to complete a livestock horse poster for static projects during the 4-H Fair.

**President**

The President will be responsible for meeting introductions, recaps of the previous week, and presenting information at the start of each meeting.

The President's role is a big responsibility. You must be able to attend most, if not all, meetings. Your job is to lead our weekly meeting and inform the rest of the club on activities and to be a role model for the club. You will lead and assist other officers in planning our Fun Show during fair week, coming up with our club t-shirt design, planning a community service project, and other various projects and events that come up.

**Vice President**

The Vice President will assist the President and perform the President's duties, if the President cannot attend a meeting. Attendance is very important for meetings, as responsibility will fall to you, if the President is not at a meeting or event. You will also assist officers in planning for the Fun Show, the club t-shirt designs, our community service project, and any other projects and events that come up during the year.

**Secretary**

The Secretary will be responsible for providing notes to Megan by 7 pm on Wednesdays following our Monday meetings.

The Secretary must also be a member who can attend most, if not all, meetings. The Secretary will take notes and writes minutes for every meeting. You will need to type of your minutes and email them to Megan by Wednesday of each week, so we can send them out to the club. This will help keep people informed in the event that they cannot attend a meeting. If you will not be able to attend a meeting, it will be your responsibility to arrange for someone else to take notes for you. You will also assist officers in planning for the Fun Show, the club t-shirt designs, our community service project, and any other projects and events that come up during the year.

**Treasurer**

The Treasurer will help collect dues and other money for the club. Meeting attendance is important for this office also. You will also assist officers in planning for the Fun Show, the club t-shirt designs, our community service project, and any other projects and events that come up during the year.

**Prayer and Pledge Leaders** - 2 positions available

Prayer and Pledge Leaders will lead all pledges and prayers that are needed throughout the year - at meetings, the Chili Supper, Awards Banquet, and any other events. Meeting attendance is important, as we say our pledges at every meeting. You will also assist officers in planning for the Fun Show, the club t-shirt designs, our community service project, and any other projects and events that come up during the year.

**Historians** - 4 positions available

We will not be printing pictures and placing them on a board for 2023 Fair Week. We will have a digital presentation on a tv monitor in the Food Stand in place of the board. No pictures will need to be printed for 2024 (just provide them electronically or on a jump drive).

We will elect one Senior level Historian who will be in charge and 3 other members who will be responsible for helping take pictures and arranging the Fair Week digital presentation.

Historians will be in charge of taking pictures at every meeting and events throughout the year. We will have 4 Historians who will be assigned to meetings and events that you will be responsible for taking and providing pictures. We ask that you take several pictures at each meeting and have 4-5 good pictures per meeting for our Fair Week digital presentation. You will be responsible for creating the Fair Week presentation. Meeting attendance is very important for this position. It will be your responsibility to contact another Historian and arrange to have pictures taken, if you cannot attend a meeting you are assigned to. You will also assist officers in planning for the Fun Show, the club t-shirt designs, our community service project, and any other projects and events that come up during the year.

**PLEASE MAKE SURE YOU WILL BE ABLE TO ATTEND MEETINGS AND FULFILL YOUR RESPONSIBILITIES, IF YOU CHOOSE TO RUN FOR AN OFFICER POSITION. IT IS VERY IMPORTANT THAT YOU TAKE YOUR RESPONSIBILITIES SERIOUSLY AND MAKE EVERY EFFORT TO ATTEND EACH MEETING, IF YOU ARE ELECTED.**

**IF YOU ARE ROUTINELY ABSENT FROM MEETINGS OR DO NOT FULFILL THE OBLIGATIONS OF YOUR POSITION, WE WILL ASK YOU TO STEP DOWN AND FILL YOUR POSITION WITH THE MEMBER WHO IS RUNNER UP IN THAT POSITION.**